

T&L Employee Self Service
Created on Monday, March 01, 2010

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T&L Employee Self Service

T&L Employee Self Service

T&L Terminology

T&L Terminology

PHRST Delta Training
v8.9

Time and Labor Terminology

Procedure

By the end of this topic, you will be able to:

- Understand new Time & Labor terminology

Approximate time to complete topic: **3 minutes**

Step	Action
1.	The following frames introduce frequently used Time and Labor terms.
2.	Congratulations! You now know how to: - Understand new Time & Labor terminology End of Procedure.

Reporting Time

Reporting Time on the Timesheet

PHRST End User Training
v8.9
Reporting Time on the Timesheet

Procedure

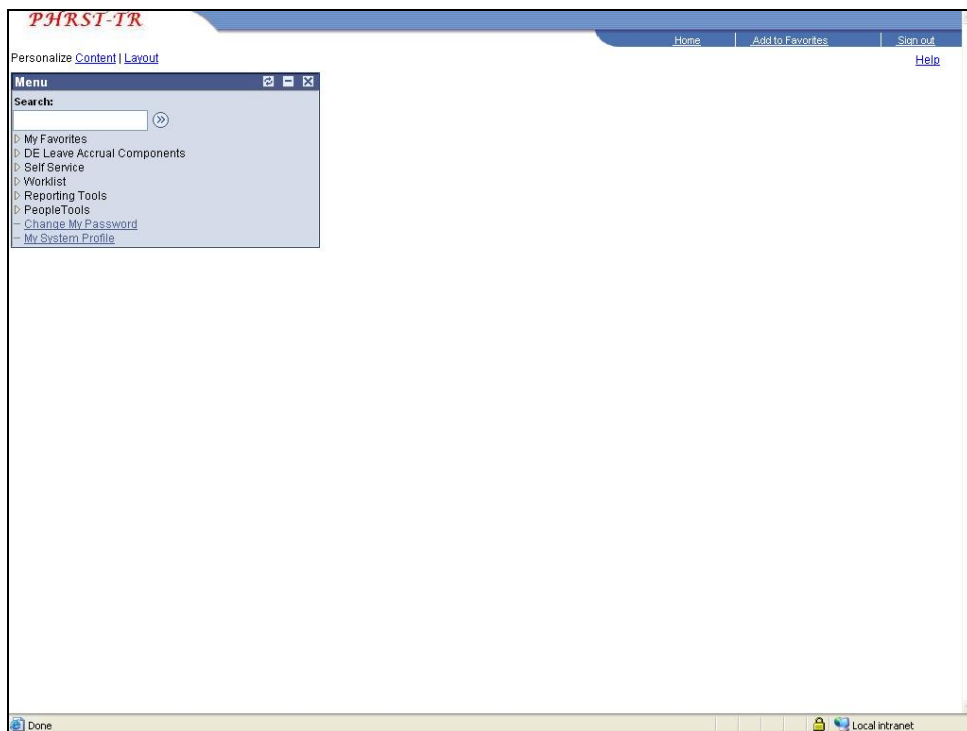



By the end of this topic, you will be able to:

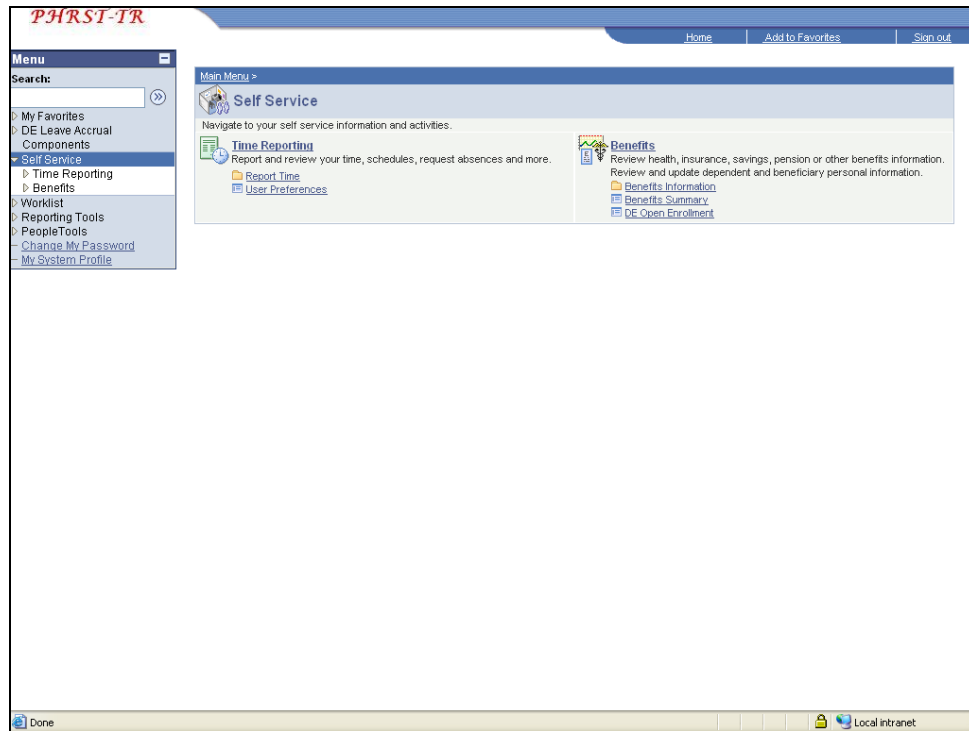
- Navigate to the **Timesheet** page
- Enter time on the **Timesheet**
- View Sick and Annual Leave balance information

The objective of this topic is to understand how to enter time as a Self Service Time Reporter.

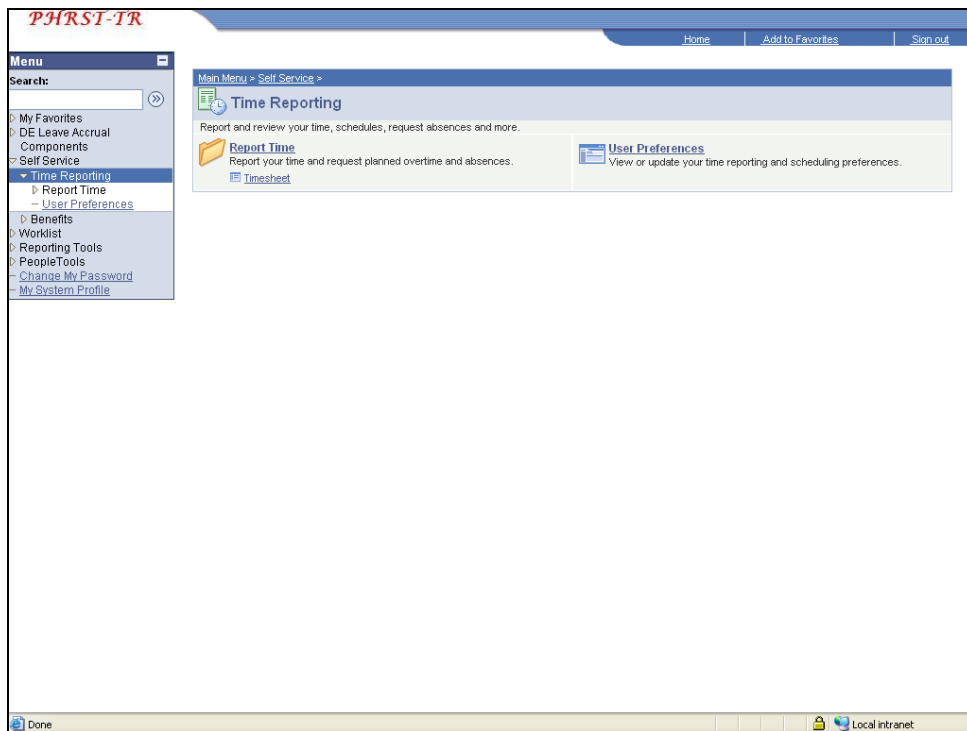
Approximate time to complete topic: **5 minutes**




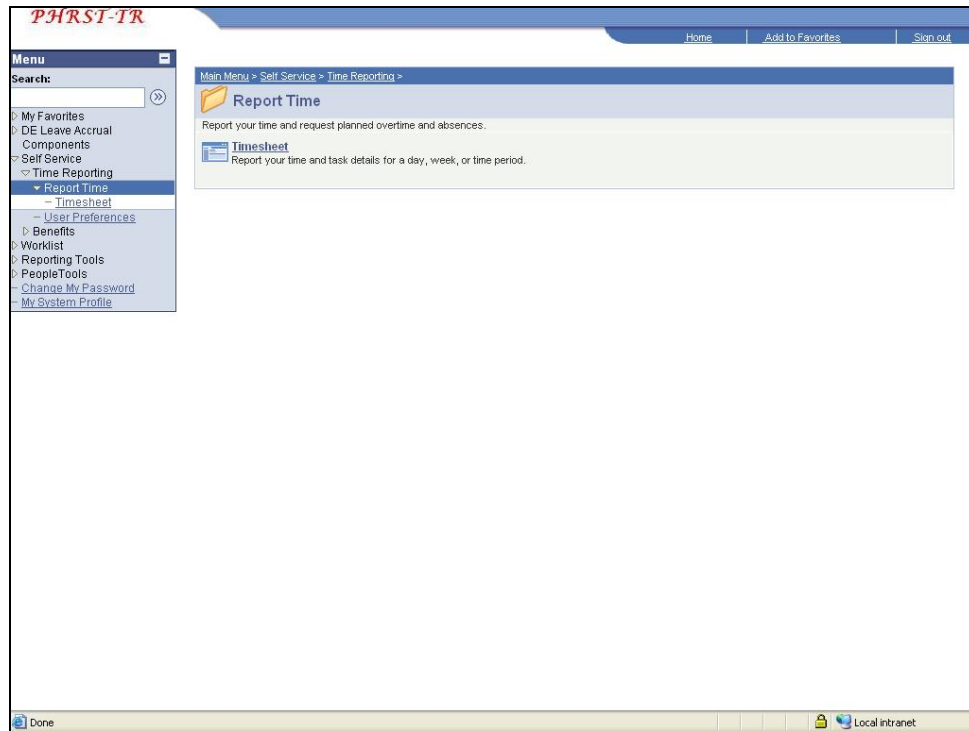
Step	Action
1.	<p>Begin by navigating to the Timesheet page.</p> <p>Click the Self Service link.</p> <p></p>



Step	Action
2.	Click the Time Reporting link. <div>▶ Time Reporting</div>



Step	Action
3.	Click the Report Time link.  Report Time



Step	Action
4.	Click the Timesheet link. Timesheet

Training Guide

T&L Employee Self Service



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Menu

Search:

- My Favorites
- DE Leave Accrual Components
- Self Service
- Time Reporting
 - Report Time
 - Timesheet**
 - User Preferences
 - Benefits
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My System Profile

Timesheet

Eva Bullock EmplID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 [Previous Week](#) [Next Week](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1-3 of 3 [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Time Reporting](#)

Done

Step	Action
5.	Click the Collapse Menu button.

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1-3 of 3 Last

Timesheet							Overrides		Wilmington Wage Tax		Combo Code	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC				
10/25	10/26	10/27	10/28	10/29	10/30	10/31						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>			
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[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Time Reporting](#)

Local intranet

Step	Action
6.	Use the Timesheet page to review, enter and update time.

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T&L Employee Self Service



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Timesheet

Eva Bullock EmpID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 [Refresh](#) [Previous Week](#) [Next Week](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [13 of 9](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Time Reporting](#)

Local intranet

Step	Action
7.	Click the Click for Instructions link. Click for Instructions

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Timesheet

Eva Bullock EmpID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click to hide instructions](#)

Report elapsed time with either number of hours worked, units worked or amounts.
 To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Date: [Refresh](#) << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours
 From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1 of 3 | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
8.	After clicking the Click for Instructions link, the page displays a detailed description of the Timesheet page's functionality.

Training Guide

T&L Employee Self Service



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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click to hide instructions](#)

Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Date: [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [...](#) | [1 of 3](#) | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
9.	<p>The View By field selection indicates the period that will display on the Timesheet.</p> <p>Click the View By list.</p> <div> <input type="text" value="Week"/> </div>



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Timesheet

Eva Bullock EmpID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Week Date: 10/25/2009 << Previous Week Next Week >>

Reported Hrs: Time Period Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1 of 3 | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
10.	The default for this field is Week . Available values for the View By field are Day , Time Period , and Week . Links will change based on the View By option that is selected.

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Timesheet

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Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click to hide instructions](#)

Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [...](#) | 1 of 3 | [Last](#)

Timesheet [Overrides](#) [...](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
11.	<p>The Date field defaults to Sunday (first day of week) of the current week; however, this date may be changed.</p> <p>The Date field should be changed to reflect the beginning of the pay period being reported.</p>



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Timesheet

Eva Bullock EmpID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Week Date: 10/25/2009 [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1 of 3 | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
12.	Click the Refresh button to change the dates displayed on the Timesheet based on the date entered in the Date field.

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Timesheet

Eva Bullock EmpID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click to hide instructions](#)

Report elapsed time with either number of hours worked, units worked or amounts.
 To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 3](#) | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
13.	Use the <<Previous Week and Next Week>> links to view the previous or next time reporting periods.



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Timesheet

Eva Bullock EmpID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click to hide instructions](#)

Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Week Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 0.00 Hours **Scheduled Hours:** 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1 of 3 | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local intranet

Step	Action
14.	<p>The Reported Hours field displays the number of hours reported for the specified period on the Timesheet.</p> <p>This field displays 0.00 until the time has been submitted.</p>

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click to hide instructions](#)

Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours **Scheduled Hours: 37.50 Hours**

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 3](#) | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
15.	<p>The Scheduled Hours field displays the number of hours based on the work schedule.</p> <p>If no schedule exists, Scheduled Hours displays 0.00.</p>

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Timesheet

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[Click to hide instructions](#)

Report elapsed time with either number of hours worked, units worked or amounts.
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View By: Week Date: 10/25/2009 [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1 of 3 | [Last](#)

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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local intranet

Step	Action
16.	<p>Use the Timesheet tab to input the hours worked for the specified date as well as assigning the appropriate Time Reporting Code (TRC).</p> <p>Note: Exception Hourly employees with a Work Schedule only need to report exceptions to their schedule. If no exceptions to the Work Schedule exist no time entry is required.</p> <p>Note: Positive time reporters must enter all time worked on the Timesheet.</p>

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click to hide instructions](#)

Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 3](#) | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
17.	<p>Use TRCs to report time and leave. Enter TRCs directly in the field or use the lookup button to ensure valid TRCs are selected.</p> <p>Note: If a non-existent TRC is entered directly in the field an error message displays.</p>

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Timesheet

Eva Bullock EmpID: 013318

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View By: Week Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1 of 3 | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local intranet

Step	Action
18.	<p>The Wilmington Wage Tax checkbox flags the row's hours as being subject to Wilmington Wage Tax.</p> <p>Note: If you do not reside or regularly work within the City of Wilmington and are reporting occasional time worked within the City, contact your Timekeeper for the appropriate use of this checkbox.</p>

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 3](#) | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
19.	If there is no override to funding, the Combo Code field is blank. If there is an override to funding, this field displays the Combo Code value.

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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Report elapsed time with either number of hours worked, units worked or amounts.
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View By: Week Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
20.	When reporting time on the Timesheet , click the Plus (+) sign to add a row or the Minus (-) sign to delete a row.

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Timesheet

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 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours
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Timesheet **Overrides** [Print](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Local Intranet

Step	Action
21.	<p>Note: Typically, Self-Service users do not override Combo Codes.</p> <p>Use the Overrides tab to enter Combo Codes and/or edit ChartFields only if instructed by your Timekeeper.</p> <p>Click the Overrides tab.</p> <p>Overrides</p>



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Timesheet

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours
From Sunday 10/25/2009 to Saturday 10/31/2009

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	Edit ChartFields					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	Edit ChartFields					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	Edit ChartFields					

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

Done Local intranet

Step	Action
22.	<p>If the Combo Code is known, enter it directly into the field.</p> <p>Note: PHRST displays an error message when an invalid Combo Code is entered. Reported Time transactions cannot be saved until the invalid Combo Code is corrected or deleted.</p>

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Timesheet

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Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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Report elapsed time with either number of hours worked, units worked or amounts.
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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit ChartFields					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit ChartFields					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit ChartFields					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit ChartFields					

[Submit](#)

[Reported Time Status - click to hide](#)


Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

Done Local Intranet

Step	Action
23.	<p>To search for the appropriate Combo Code to override funding, click the Edit ChartFields link.</p> <p>Searching for Combo Codes is discussed in the <i>Override and Append</i> topic.</p>

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Timesheet

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Report elapsed time with either number of hours worked, units worked or amounts.
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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009


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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	Edit ChartFields					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	Edit ChartFields					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	Edit ChartFields					

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

Done 

Step	Action
24.	<p>The Show All Columns tab displays all the fields from the Timesheet and Overrides tabs.</p> <p>Click the Show all columns button.</p> 

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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code	Combo Code	Edit ChartFields	Bud Ref
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit ChartFields	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit ChartFields	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit ChartFields	

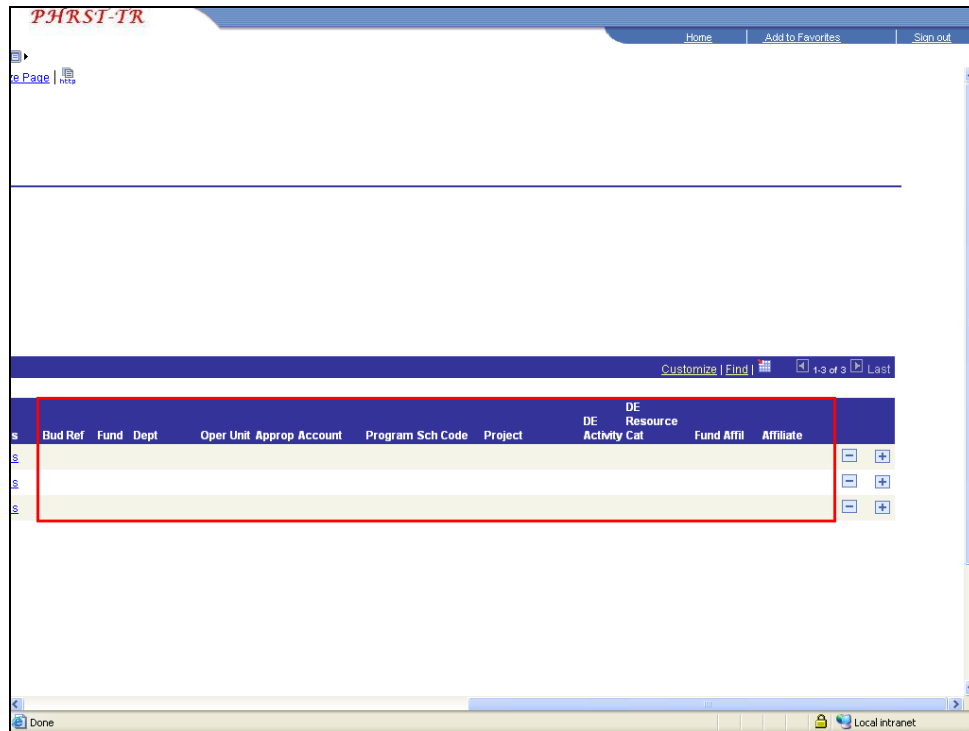
[Submit](#)

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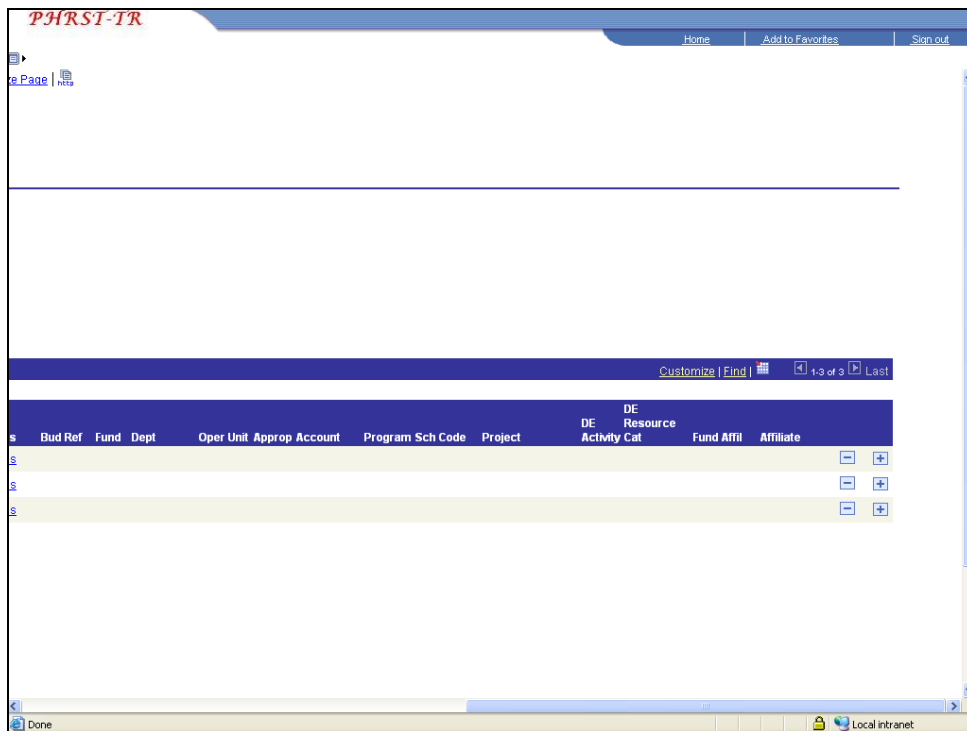
Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

Done Local intranet

Step	Action
25.	View the additional columns on this page using the Horizontal Scrollbar . Click the scrollbar.



Step	Action
26.	View the additional columns that display.



Step	Action
27.	Click the scrollbar.

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Timesheet

Eva Bullock EmpID: 013318

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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code	Combo Code	Edit ChartFields	Bud Ref
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	Edit ChartFields	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	Edit ChartFields	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	Edit ChartFields	

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

Done

Step	Action
28.	Click the Show tabs button. 

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Timesheet

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Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click to hide instructions](#)

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit ChartFields					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit ChartFields					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit ChartFields					

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

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Step	Action
29.	Click the Timesheet tab. Timesheet



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[Click to hide instructions](#)

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

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Done

Step	Action
30.	The Submit button saves the Reported Time for processing.

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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Done Local Intranet

Step	Action
31.	After clicking the Submit button, the Reported Time Status section displays the Reported Time by date with a status of Submitted .



Training Guide

T&L Employee Self Service

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Timesheet

Eva Bullock EmpID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click to hide instructions](#)

Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Date: << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1 of 3 | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

Done

Step	Action
32.	Click the scrollbar.

PHRST-TR

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Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Week Date: 10/25/2009 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1-3 of 3](#) | [Last](#)

Timesheet [Overrides](#) [Help](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Time Reporting](#)

[Punch Timesheet](#)

Done Local intranet

Step	Action
33.	<p>The Reported Hours Summary section displays a summation of the hours reported.</p> <p>Click the Reported Hours Summary - click to view link.</p> <p>Reported Hours Summary - click to view</p>

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Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Week Date: 10/25/2009 Refresh << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 Customize | Find | 1-3 of 3 | Last

Timesheet Overrides

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code

Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation			7.50	7.50	7.50	7.50	7.50	37.50

Local intranet

Step	Action
34.	<p>The Reported Hours Summary section displays categories of Total REG and Total Overtime only when reported.</p> <p>Values are displayed in Total Reported Hours when Hours are reported on the Timesheet.</p> <p>Values are displayed in Total Scheduled Hours if the employee is assigned a Schedule.</p> <p>Values are displayed in Schedule Deviations when there is a difference between the Reported Hours and the Scheduled Hours.</p> <p>Press [Enter].</p>

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Report elapsed time with either number of hours worked, units worked or amounts.
To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By: Week Date: 10/25/2009 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1-3 of 3](#) | [Last](#)

Timesheet [Overrides](#) [Help](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation		7.50	7.50	7.50	7.50	7.50	7.50	37.50

Local intranet

Step	Action
35.	<p>To view the Balances section use the Vertical Scrollbar.</p> <p>Click the scrollbar.</p>



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View By: Week Date: 10/25/2009 Refresh << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 Customize | Find | 1-3 of 3 | Last

Timesheet Overrides

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code

Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation			7.50	7.50	7.50	7.50	7.50	37.50

[Balances - click to view](#)

Go To:

[Time Reporting](#)

[Punch Timesheet](#)

Local Intranet

Step	Action
36.	Click the Balances - click to view link. Balances - click to view

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Home | Add to Favorites | Sign out

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation			7.50	7.50	7.50	7.50	7.50	37.50

[Balances - click to hide](#)

Plan Type	Current Balance
Sick	693.500
Vacation	399.500
Comp Time - FLS2400	2.000

Go [Self Service](#)

To: [Time Reporting](#)

[Punch Timesheet](#)

Local Intranet

Step	Action
37.	<p>The Balances section displays Sick, Vacation, and Comp Time Balances.</p> <p>The Balances section only displays balances for Plans in which the employee is enrolled.</p>

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Home | Add to Favorites | Sign out

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation			7.50	7.50	7.50	7.50	7.50	37.50

[Balances - click to hide](#)

Plan Type	Current Balance
Sick	693.500
Vacation	399.500
Comp Time - FLS2400	2.000

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Local Intranet

Step	Action
38.	The Comp Time balances change based on the View By date entered on the Timesheet . Comp Time balances may change with refreshes to the View By date.

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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation			7.50	7.50	7.50	7.50	7.50	37.50

[Balances - click to hide](#)

Plan Type	Current Balance
Sick	693.500
Vacation	399.500
Comp Time - FL8240/0	2.000

Go To: [Self Service](#) | [Time Reporting](#) | [Punch Timesheet](#)

Local intranet

Step	Action
39.	Clicking the Self Service link returns to the Main Menu.

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Home | Add to Favorites | Sign out

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation			7.50	7.50	7.50	7.50	7.50	37.50

[Balances - click to hide](#)

Plan Type	Current Balance
Sick	693.500
Vacation	399.500
Comp Time - FLS2400	2.000

Go: [Self Service](#)

To: [Time Reporting](#)

[Punch Timesheet](#)

Local Intranet

Step	Action
40.	When clicked, the Time Reporting link displays the Time Reporting Main Menu page.

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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation			7.50	7.50	7.50	7.50	7.50	37.50

[Balances - click to hide](#)

Plan Type	Current Balance
Sick	693.500
Vacation	399.500
Comp Time - FLS2400	2.000

Go: [Self Service](#)

To: [Time Reporting](#)

[Punch Timesheet](#)

Local intranet

Step	Action
41.	The Punch Timesheet link is not in use by the State of Delaware.



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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation			7.50	7.50	7.50	7.50	7.50	37.50

[Balances - click to hide](#)

Plan Type	Current Balance
Sick	693.500
Vacation	399.500
Comp Time - FLS2400	2.000

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Local Intranet

Step	Action
42.	Click the scrollbar.

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Timesheet

Eva Bullock EmplID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 [Refresh](#) [Previous Week](#) [Next Week](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [13 of 3](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours	7.50	7.50	7.50	7.50	7.50	7.50		37.50

Local intranet

Step	Action
43.	<p>Some employees have Work Schedules associated with their time reporting. If a day has scheduled time, but no time is reported on the Timesheet, the scheduled time is paid.</p> <p>If there are no exceptions for the week, there is no need to enter any time.</p> <p>If time is manually entered on the timesheet for a scheduled day, only the hours entered are paid. Therefore, when entering Exceptions, all Scheduled Hours for that day must be accounted for. For example, if you are scheduled to work 8 hours and you worked 5 hours and took 3 hours of leave, you must also enter 3 hours of ALT and 5 hours of REG.</p> <p>Check with your Timekeeper on how to enter time on Pay Periods that include a State Holiday.</p>
44.	<p>In this example, Eva Bullock worked her normal hours (7.5 REG) with the exception of Tuesday where she worked (6.5 REG) and took (1.0 ALT).</p> <p>Let's enter Eva Bullock's time for the week of October 25th.</p>



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Timesheet

Eva Bullock EmplID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 13 of 3 Last

Timesheet							Overrides		Wilmington Wage Tax		Combo Code	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC				
10/25	10/26	10/27	10/28	10/29	10/30	10/31						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="checkbox"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="checkbox"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="checkbox"/>		

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50	7.50	37.50

Local intranet

Step	Action
45.	Click in the Mon 10/26 field. <input type="text"/>

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T&L Employee Self Service



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Timesheet

Eva Bullock EmplID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [13 of 9](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours	7.50	7.50	7.50	7.50	7.50	7.50		37.50

Local Intranet

Step	Action
46.	Enter the desired information into the Mon 10/26 field. Enter " 7.5 ".



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Timesheet

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Timesheet		Overrides		REF						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				
	7.5									

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Local intranet

Step	Action
47.	Click in the Tue 10/27 field. <input type="text"/>

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [13 of 9](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				
	7.5									

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Local intranet

Step	Action
48.	Enter the desired information into the Tue 10/27 field. Enter " 6.5 ".



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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 13 of 3

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
<input type="text" value="7.5"/>	<input type="text" value="6.5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours	7.50	7.50	7.50	7.50	7.50	7.50		37.50

Local intranet

Step	Action
49.	Click in the Wed 10/28 field. <input type="text"/>

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
	7.5	6.5								

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Local Intranet

Step	Action
50.	Enter the desired information into the Wed 10/28 field. Enter " 7.5 ".



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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Timesheet		Overrides		REF						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				
<input type="text" value="7.5"/>	<input type="text" value="6.5"/>	<input type="text" value="7.5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50

Local intranet

Step	Action
51.	Click in the Thu 10/29 field. <input type="text"/>

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				
	7.5	6.5	7.5							

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Local intranet

Step	Action
52.	Enter the desired information into the Thu 10/29 field. Enter " 7.5 ".



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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Timesheet		Overrides		REF						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				
<input type="text" value="7.5"/>	<input type="text" value="6.5"/>	<input type="text" value="7.5"/>	<input type="text" value="7.5"/>	<input type="text" value="7.5"/>	<input type="text" value="7.5"/>	<input type="text" value="7.5"/>			<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50	7.50	37.50

Local intranet

Step	Action
53.	Click in the Fri 10/30 field. <input type="text"/>

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
	7.5	6.5	7.5	7.5						

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Local Intranet

Step	Action
54.	Enter the desired information into the Fri 10/30 field. Enter " 7.5 ".



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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Timesheet		Overrides		REF						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				
	7.5	6.5	7.5	7.5	7.5					

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Local intranet

Step	Action
55.	Click in the TRC field. <div></div>

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [13 of 9](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
7.5	6.5	7.5	7.5	7.5						

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours	7.50	7.50	7.50	7.50	7.50	7.50		37.50

Local Intranet

Step	Action
56.	Enter the desired information into the TRC field. Enter " R ".

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Timesheet		Overrides		REF											
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo					
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code					
	7.5	6.5	7.5	7.5	7.5			R							

[Submit](#)


[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Local intranet

Step	Action
57.	Click the Look up TRC button. 



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Look Up TRC

Search by: Time Reporting Code begins with

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Search Results

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Time Reporting Code	Description
RECOG	Employee Recognition Award
REG	Regular Pay

Local intranet

Step	Action
58.	Click the REG link. REG



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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Timesheet		Overrides		REG	
Sun	Mon	Tue	Wed	Thu	Fri
10/25	10/26	10/27	10/28	10/29	10/30
	7.50	6.50	7.50	7.50	7.50
Submit					

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Done

Step	Action
59.	Click in the Tue 10/27 field. <div></div>

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
	7.50	6.50	7.50	7.50	7.50			REG		

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Done Local Intranet

Step	Action
60.	Enter the desired information into the Tue 10/27 field. Enter " 1.0 ".



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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				
<input type="text"/>	7.50	6.50	7.50	7.50	7.50			REG	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	1.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Done Local intranet

Step	Action
61.	Click in the TRC field. <input type="text"/>

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
	7.50	6.50	7.50	7.50	7.50			REG		
		1.0								

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Done Local Intranet

Step	Action
62.	Enter the desired information into the TRC field. Enter " A ".

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Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

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Timesheet		Overrides		REG		Wilmington Wage Tax		Combo Code	
Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	
7.50	6.50	7.50	7.50	7.50				REG	
	1.0							A	

[Submit](#)


[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours	7.50	7.50	7.50	7.50	7.50	7.50		37.50

Done Local intranet

Step	Action
63.	Click the Look up TRC button. 

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Look Up TRC

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Search Results

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Time Reporting Code	Description
ACA	Employee Cash Award
ADLAM	Don Leave Vacation Adjusted
ADLAS	Don Leave Sick Adjusted
ADLGM	Don Leave Vacation Given
ADLGS	Don Leave Sick Given
ADLRS	Don Leave Sick Received
ADLTS	Don Leave Sick Taken
AFSH	T&L Deceased Sick P/O
AFVH	T&L Deceased Vac P/O
AGA	Employee Gift Award
AJHOL	Holiday Adjustment
ALA	Annual Leave Adjustment
ALT	Annual Leave Taken
AROA	Adj for REG Payment Amount
AROH	Adj for REG Payment Hours
ARPA	Retroactive Pay -- Amounts
ARPH	Retroactive Pay -- Hours
ARSH	Retire Accrue Sick Pay Hours
ARVH	Retire Accrue Vaca Pay Hours
ATVA	Term accrue vaca payout - AMT
ATVH	Term Accrue Vaca Pay - Hours

Local intranet

Step	Action
64.	Click the ALT link. ALT



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Timesheet

Eva Bullock EmplID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 13 of 3

Timesheet		Overrides		REG		ALT		Wilmington Wage Tax		Combo Code	
Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC			
	7.50	6.50	7.50	7.50	7.50			REG		<input type="checkbox"/>	
		1.00						ALT		<input type="checkbox"/>	
										<input type="checkbox"/>	

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Done Local intranet

Step	Action
65.	Prior to submitting the Timesheet , view this employee's current leave balance information.

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T&L Employee Self Service



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Timesheet

Eva Bullock EmplID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 [Refresh](#) [Previous Week](#) [Next Week](#)

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [13 of 3](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
7.50	6.50	7.50	7.50	7.50				REG		
		1.00						ALT		

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours	7.50	7.50	7.50	7.50	7.50	7.50		37.50

Done Local Intranet

Step	Action
66.	Click the scrollbar.

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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
	7.50	6.50	7.50	7.50	7.50			REG	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
		1.00						ALT	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
									<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation			7.50	7.50	7.50	7.50	7.50	37.50

[Balances - click to hide](#)

Plan Type	Current Balance
Sick	693.500
Vacation	399.500
Comp Time - FLS2400	2.000

Go: [Self Service](#)

To: [Time Reporting](#)

[Punch Timesheet](#)

Done Local Intranet

Step	Action
67.	View this employee's current Sick and Vacation leave balance information. Note the Sick leave balance is 693.500 and the Vacation leave balance is 399.500.

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T&L Employee Self Service



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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
	7.50	6.50	7.50	7.50	7.50			REG	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
		1.00						ALT	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>
									<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="+"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation			7.50	7.50	7.50	7.50	7.50	37.50

[Balances - click to hide](#)

Plan Type	Current Balance
Sick	693.500
Vacation	399.500
Comp Time - FLS2400	2.000

Go [Self Service](#)

To: [Time Reporting](#)

[Punch Timesheet](#)

Done Local Intranet

Step	Action
68.	Click the scrollbar.

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Timesheet

Eva Bullock EmplID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 13 of 3

Timesheet							Overrides		REG	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
	7.50	6.50	7.50	7.50	7.50			REG		
		1.00						ALT		

[Submit](#)


[Reported Time Status - click to hide](#)

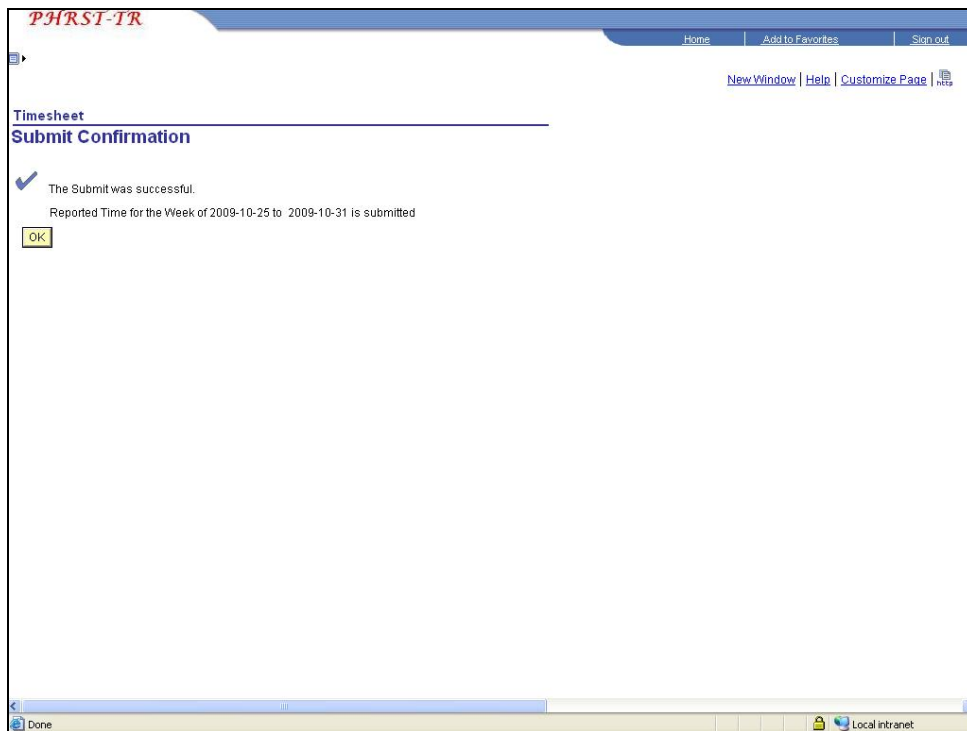
Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	


[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total Reported Hours								
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50

Done Local intranet

Step	Action
69.	Submit the Timesheet for processing. Click the Submit button. 



Step	Action
70.	Click the OK button. 



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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 37.50 Hours **Scheduled Hours:** 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 2](#) | [Last](#)

Timesheet		Overrides		Total		TRC		Wilmington Wage Tax		Combo Code	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code	
10/25	10/26	10/27	10/28	10/29	10/30	10/31	36.50	REG			
		1.00					1.00	ALT			
	7.50	6.50	7.50	7.50	7.50		36.50	REG			

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

Done Local Intranet

Step	Action
71.	Notice the Reported Hours field now reflects the 37.50 hours just submitted.

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Timesheet

Eva Bullock EmpID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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View By: Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 2](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
		1.00					1.00	ALT	<input type="checkbox"/>	
	7.50	6.50	7.50	7.50	7.50		36.50	REG	<input type="checkbox"/>	

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

Done Local intranet

Step	Action
72.	After submitting the Timesheet , the TRCs are reordered alphabetically.

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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View By: Week Date: 10/25/2009 [Refresh](#) [Previous Week](#) [Next Week](#)

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 2](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				
		1.00					1.00	ALT		
	7.50	6.50	7.50	7.50	7.50		36.50	REG		

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

Done Local Intranet

Step	Action
73.	The Reported Time Status section is now populated.

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Timesheet

Eva Bullock EmpID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 2](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		
	7.50	6.50	7.50	7.50	7.50		36.50	REG		

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

Done Local intranet

Step	Action
74.	<p>Once time is submitted, a Comments bubble displays beside each row of reported time.</p> <p>Note: Comments are associated with a date, not the TRC or Hours. If entering two different TRCs on a single date, two rows of reported time appear for that date.</p> <p>If entering a comment on one of the rows, both rows will reflect the same comment.</p>

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1 of 2 | [Last](#)


Timesheet		Overrides		REG															
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Wage Tax	Combo	Code							
10/25	10/26	10/27	10/28	10/29	10/30	10/31													
		1.00					1.00	ALT											
	7.50	6.50	7.50	7.50	7.50		36.50	REG											

[Submit](#)

[Reported Time Status - click to hide](#)


Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

Done

Step	Action
75.	Click the Comments button. 

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Comments

Eva Bullock EmplID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

Date Under Report: 10/27/2009

Operator Id	Date Time Created	Source	Comment
1 013318	10/27/2009 3:10PM	Time Reporting	

Customize | Find | View All | First | 1 of 1 | Last

Save Cancel

Done Local intranet

Step	Action
76.	The Operator Id and Date Time Created information are captured for reference.



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Comments

Eva Bullock EmplID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

Date Under Report: 10/27/2009

Customize | Find | View All | First 1 of 1 Last

Operator Id	DateTime Created	Source	Comment
1 013318	10/27/2009 3:10PM	Time Reporting	<div></div>

Save Cancel


Done Local intranet

Step	Action
77.	The Comment field holds up to 250 characters.

Step	Action
78.	To enter additional text for the same date, click the Plus [+] sign.

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Comments

Eva Bullock EmplID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

Date Under Report: 10/27/2009

[Customize](#) | [Find](#) | [View All](#) |  First 1 of 1 Last

Operator Id	DateTime Created	Source	Comment
1 013318	10/27/2009 3:10PM	Time Reporting	

Save Cancel

Done Local intranet

Step	Action
79.	Click in the Comment field.



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Comments

Eva Bullock EmplID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

Date Under Report: 10/27/2009

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Operator Id	DateTime Created	Source	Comment
1 013318	10/27/2009 3:10PM	Time Reporting	

Save Cancel

Done Local intranet

Step	Action
80.	Enter the desired information into the Comment field. Enter " Took one hour of annual leave ".



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Comments

Eva Bullock EmplID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

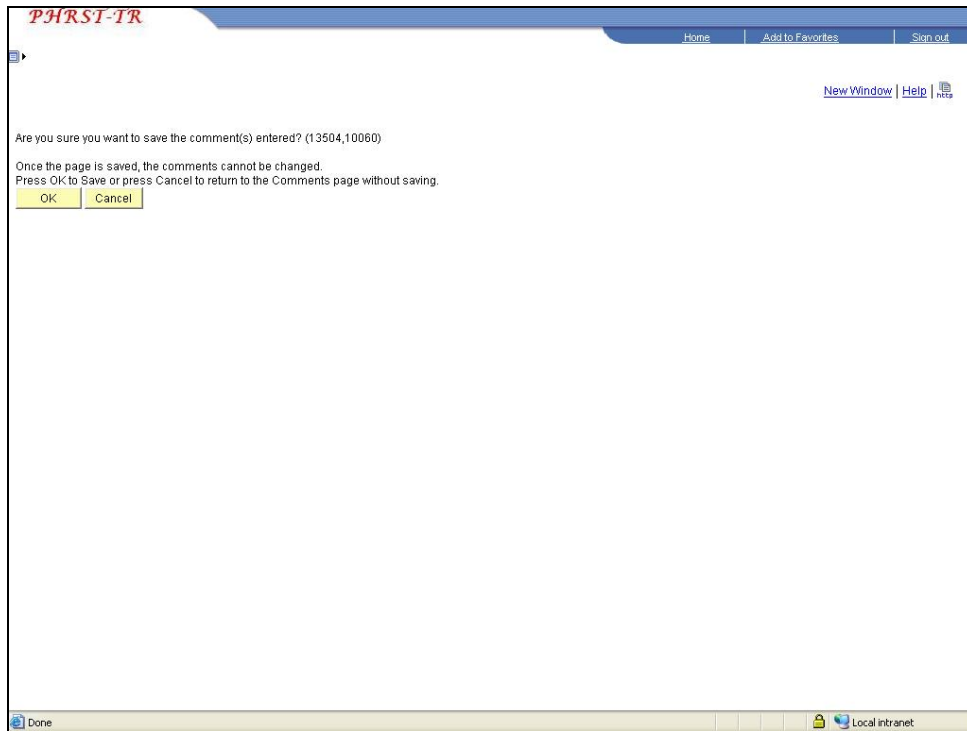
Date Under Report: 10/27/2009

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

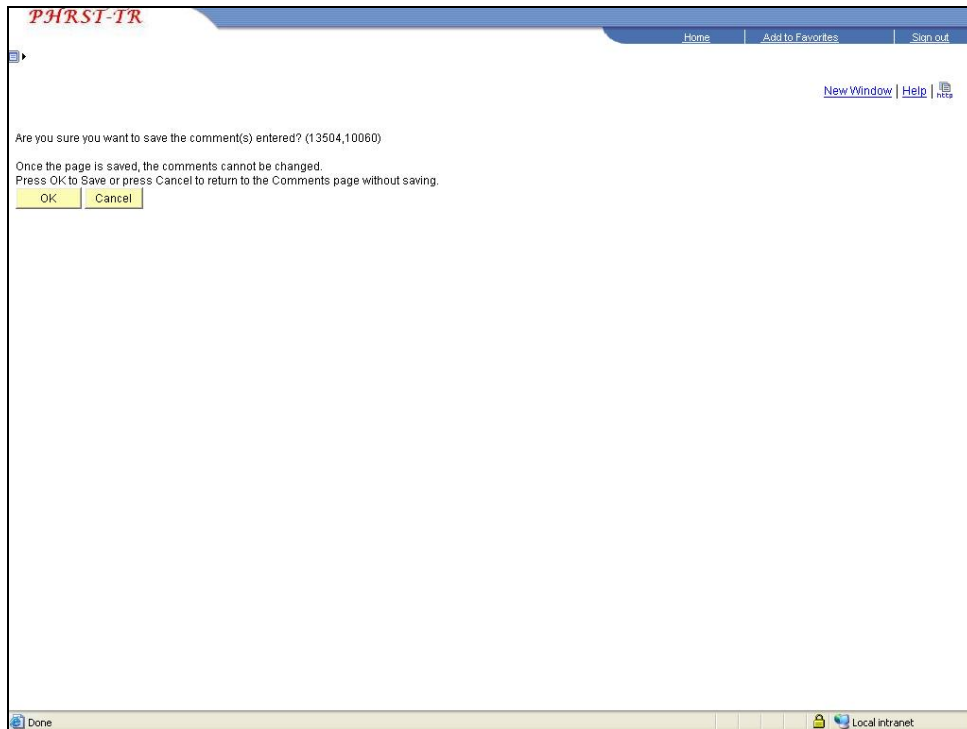
Operator Id	DateTime Created	Source	Comment
1 013318	10/27/2009 3:10PM	Time Reporting	Took one hour of annual leave

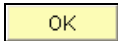
Done Local intranet

Step	Action
81.	Click the Save button. <input type="button" value="Save"/>



Step	Action
82.	<p>When saving a Comment, a message displays asking "Are you sure you want to save the Comment(s) entered?"</p> <p>IMPORTANT: After saving a Comment, it cannot be changed or deleted.</p>



Step	Action
83.	Click the OK button. <div data-bbox="462 1159 579 1199" data-label="Image">  </div>

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T&L Employee Self Service



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Timesheet

Eva Bullock EmpID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 2](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31				
		1.00					1.00	ALT		
	7.50	6.50	7.50	7.50	7.50		36.50	REG		

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

Done Local intranet

Step	Action
84.	<p>Once saved, the Comments bubble contains lines indicating that a comment exists.</p> <p>Remember, since there were two different TRCs entered for a single date, there are two rows of Reported Time for that date and both rows reflect the same comment.</p>

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1 of 2 | [Last](#)

Timesheet		Overrides		REF													
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Wage Tax	Combo	Code					
10/25	10/26	10/27	10/28	10/29	10/30	10/31											
		1.00					1.00	ALT									
	7.50	6.50	7.50	7.50	7.50		36.50	REG									

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

Done

Step	Action
85.	<p>If all Reported Time is deleted on the date the Comment was entered, the Comment is deleted.</p> <p>If entering new time for that date, the Comment originally associated with the date displays again.</p>

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 [Refresh](#) [Previous Week](#) [Next Week](#)

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 2](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
10/25	10/26	10/27	10/28	10/29	10/30	10/31			Wage Tax	Code
		1.00					1.00	ALT		
	7.50	6.50	7.50	7.50	7.50		36.50	REG		

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

Done Local intranet

Step	Action
86.	Click the scrollbar.



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Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | 1 of 2 | Last

Timesheet [Overrides](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		
	7.50	6.50	7.50	7.50	7.50		36.50	REG		

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Time Reporting](#)

[Punch Timesheet](#)

Done Local Intranet

Step	Action
87.	Click the Reported Hours Summary - click to view link. Reported Hours Summary - click to view
88.	With the reporting of REG time, the Category of Total REG now displays in the Reported Hours Summary .

Training Guide

T&L Employee Self Service



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View By: Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 2](#) | [Last](#)

Timesheet [Overrides](#) [Print](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington Wage Tax	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		
	7.50	6.50	7.50	7.50	7.50		36.50	REG		

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total REG		7.50	7.50	7.50	7.50	7.50	7.50	37.50
Total Reported Hours		7.50	7.50	7.50	7.50	7.50	7.50	37.50
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50	7.50	37.50
Schedule Deviation								

Local intranet

Step	Action
89.	Click the scrollbar.

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Home | Add to Favorites | Sign out

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
		1.00					1.00	ALT		
	7.50	6.50	7.50	7.50	7.50		36.50	REG		

Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total REG			7.50	7.50	7.50	7.50	7.50	37.50
Total Reported Hours			7.50	7.50	7.50	7.50	7.50	37.50
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50

Schedule Deviation

[Balances - click to view](#)

Go To:

[Time Reporting](#)

[Punch Timesheet](#)

Local Intranet

Step	Action
90.	Click the Balances - click to view link. Balances - click to view

Training Guide

T&L Employee Self Service



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Home | Add to Favorites | Sign out

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
		1.00					1.00	ALT		
	7.50	6.50	7.50	7.50	7.50		36.50	REG		

Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total REG			7.50	7.50	7.50	7.50	7.50	37.50
Total Reported Hours			7.50	7.50	7.50	7.50	7.50	37.50
Total Scheduled Hours			7.50	7.50	7.50	7.50	7.50	37.50

Schedule Deviation

[Balances - click to hide](#)

Plan Type	Current Balance
Sick	693.500
Vacation	398.500
Comp Time - FL82400	2.000

Local intranet

Step	Action
91.	Notice the Vacation balance value has updated to reflect the 1 hour of ALT submitted on the Timesheet.

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Home | Add to Favorites | Sign out

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total
Total REG		7.50	7.50	7.50	7.50	7.50		37.50
Total Reported Hours		7.50	7.50	7.50	7.50	7.50		37.50
Total Scheduled Hours		7.50	7.50	7.50	7.50	7.50		37.50
Schedule Deviation								

[Balances - click to hide](#)

Plan Type	Current Balance
Sick	693.500
Vacation	398.500
Comp Time - FLS2400	2.000

Go: [Self Service](#)

To: [Time Reporting](#)

[Punch Timesheet](#)

Local Intranet

Step	Action
92.	<p>Congratulations! You now know how to:</p> <ul style="list-style-type: none"> - Navigate to the Timesheet page - Enter time on the Timesheet - View Leave Balance information <p>End of Procedure.</p>

Exception Icon

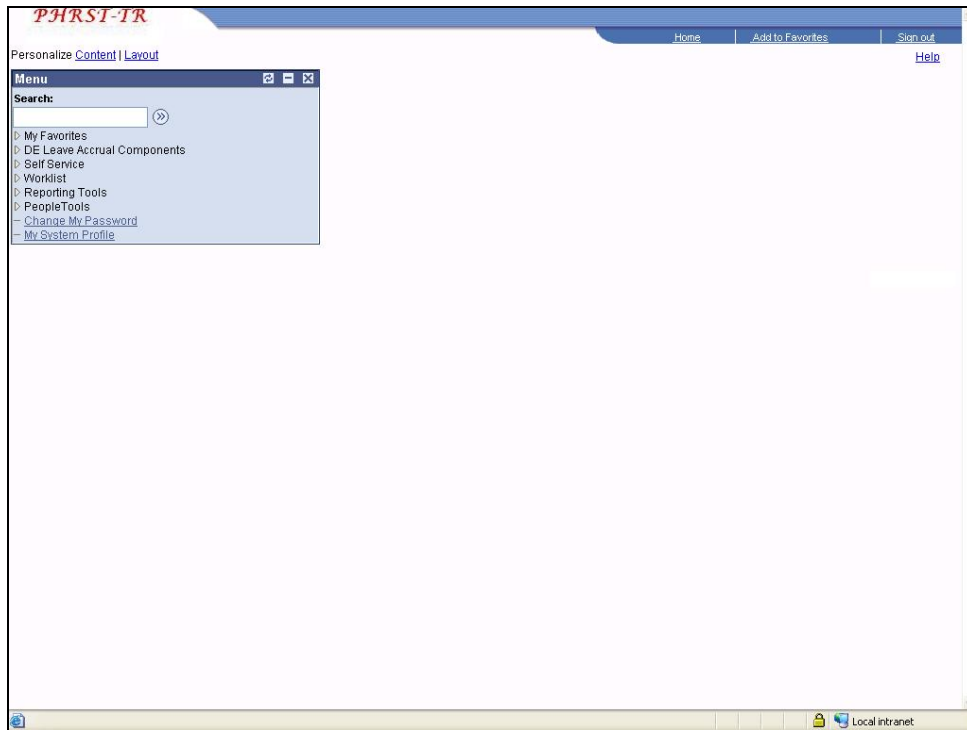
PHRST End User Training v8.9 Exception Icon


Procedure

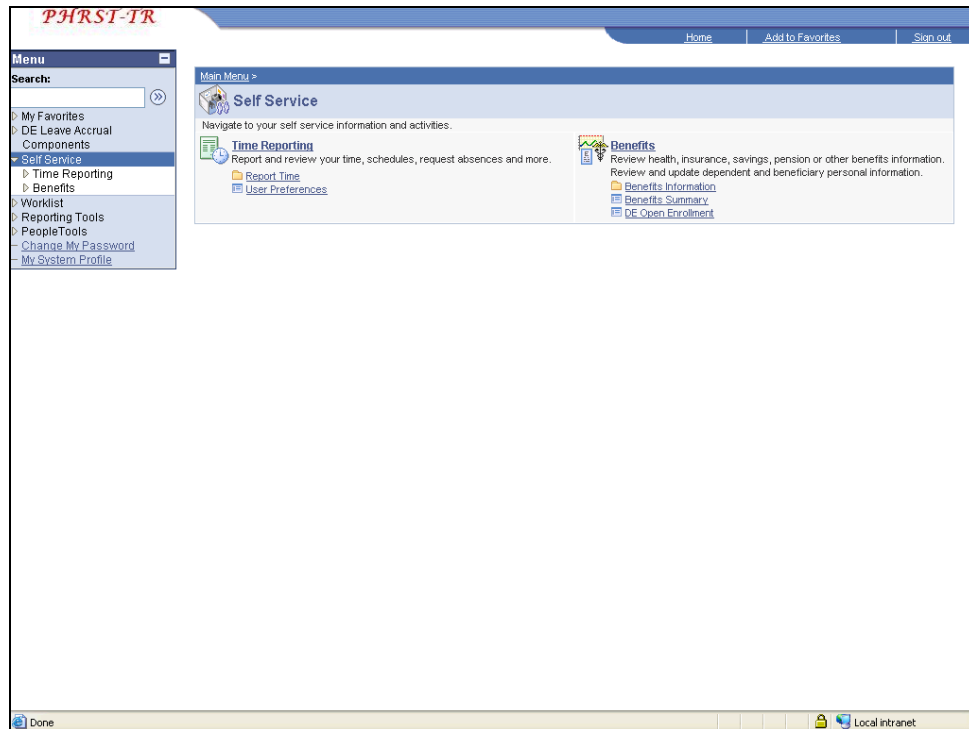
By the end of this topic, you will be able to:

- View the Exception Icon

Approximate time to complete topic: **1 minute**



Step	Action
1.	Click the Self Service link.  Self Service



Step	Action
2.	Click the Time Reporting link. Time Reporting
3.	Click the Report Time link. Report Time
4.	Click the Timesheet link. Timesheet

PHRST-TR

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Menu

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- Self Service
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 - Timesheet**
 - User Preferences
 - Benefits
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My System Profile

Timesheet

Barbara Atkinson EmplID: 019188

Job Title: Asst Dir, Transportation Eng Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Date: 12/13/2009 Refresh << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 12/13/2009 to Saturday 12/19/2009 [Customize](#) | [Find](#) | 1-3 of 3 | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Combo
12/13	12/14	12/15	12/16	12/17	12/18	12/19			Wage Tax	Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

[Submit](#)

[Reported Time Status - click to hide](#)



Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	


[Reported Hours Summary - click to view](#)

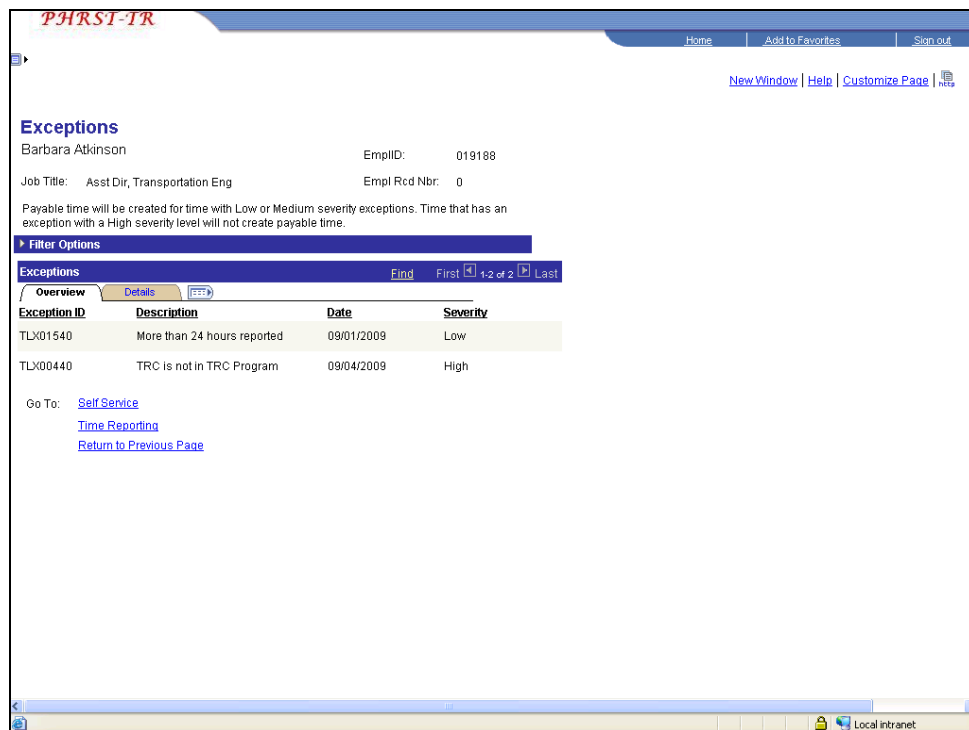
[Balances - click to view](#)

Go To: [Time Reporting](#)

Done Local intranet

Step	Action
5.	Click the Collapse Menu button. 
6.	Click in the Date field. <input type="text" value="12/13/2009"/>
7.	Enter the desired information into the Date field. Enter a valid value e.g. " 083009 ".
8.	Click the Refresh Timesheet button. 
9.	When Time reported does not comply with TL Rules, an Exception Icon is displayed. Timekeepers are responsible for monitoring Exception conditions.

Step	Action
10.	<p>In this example, the employee reported more than 24 hours of REG in one day and used the T12H TRC that was not in their TRC program.</p> <p>The Exception Icon identifies the date the exception occurred and appears under the Reported Time Status Link.</p> <p>Click the Exception button.</p> 



Step	Action
11.	<p>This is a view-only page that provides the description of the exception.</p> <p>Click the Return to Previous Page link.</p> <p>Return to Previous Page</p>

Step	Action
12.	<p>Congratulations! You are now able to:</p> <ul style="list-style-type: none"> - View the Exception Icon <p>End of Procedure.</p>

User Preferences

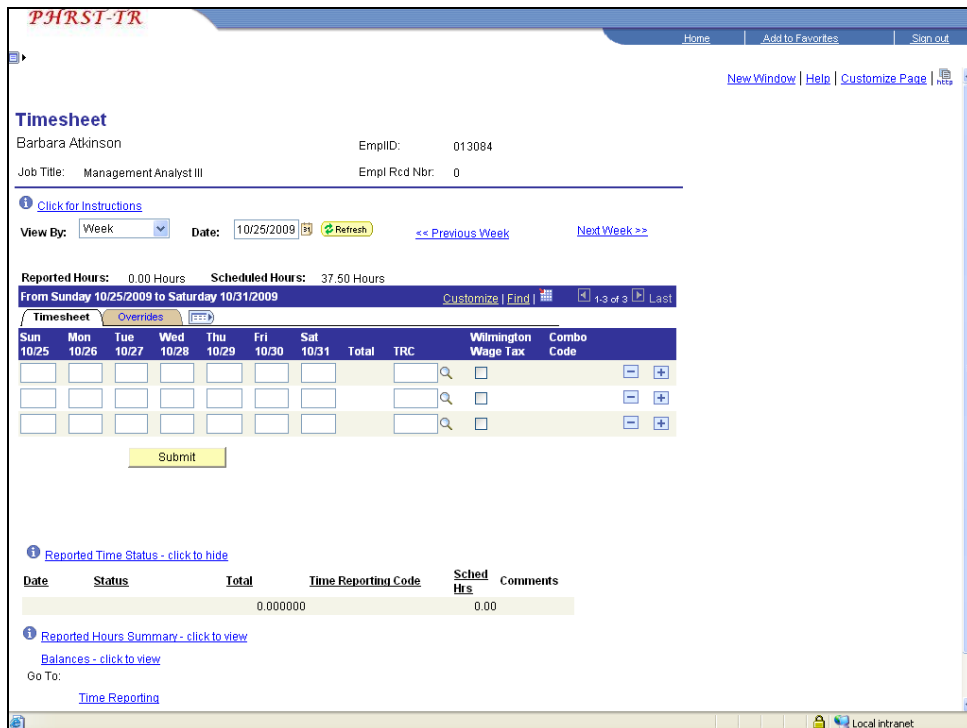
PHRST End User Training v8.9 User Preferences

Procedure

By the end of this topic, you will be able to:

- Navigate to the **Time Reporting Preferences** page.
- Understand the different types of User Preferences options.

Approximate time to complete topic: **4 minutes**



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Timesheet

Barbara Atkinson EmpID: 013084
Job Title: Management Analyst III Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Date: 10/25/2009 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1 of 3](#) | [Last](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Wilmington Wage Tax	Combo Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

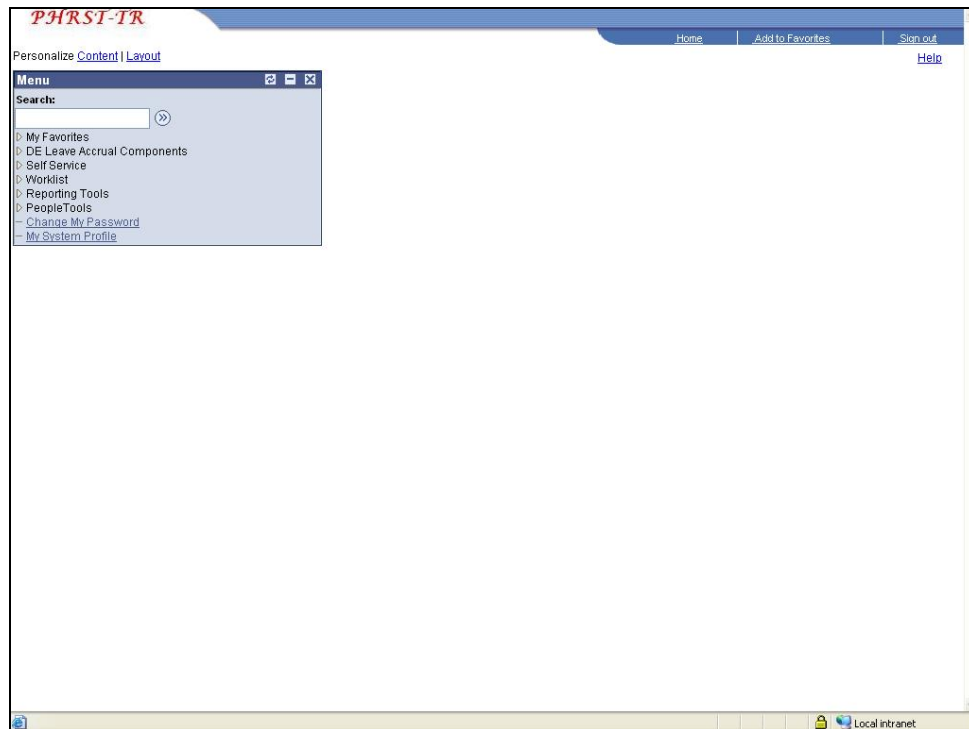
Go To: [Time Reporting](#)


Local intranet



Training Guide T&L Employee Self Service

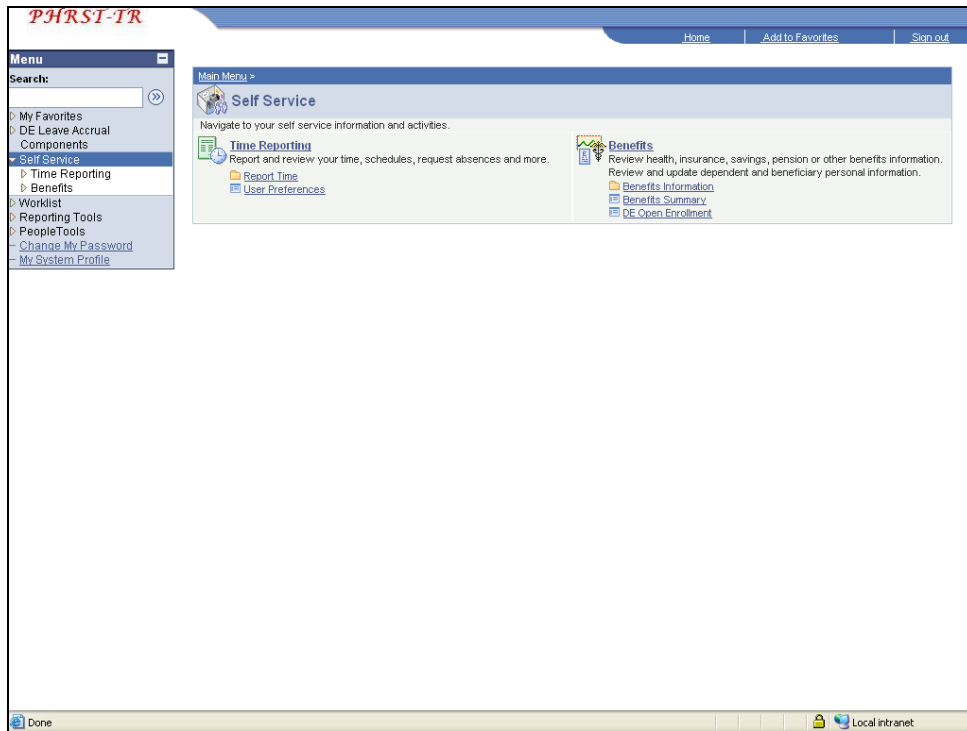
Step	Action
1.	<p>There are no preferences currently set for this employee. The next steps demonstrate how to set up User Preferences.</p> <p>Note: Preferences that are set and saved override any defaults.</p>



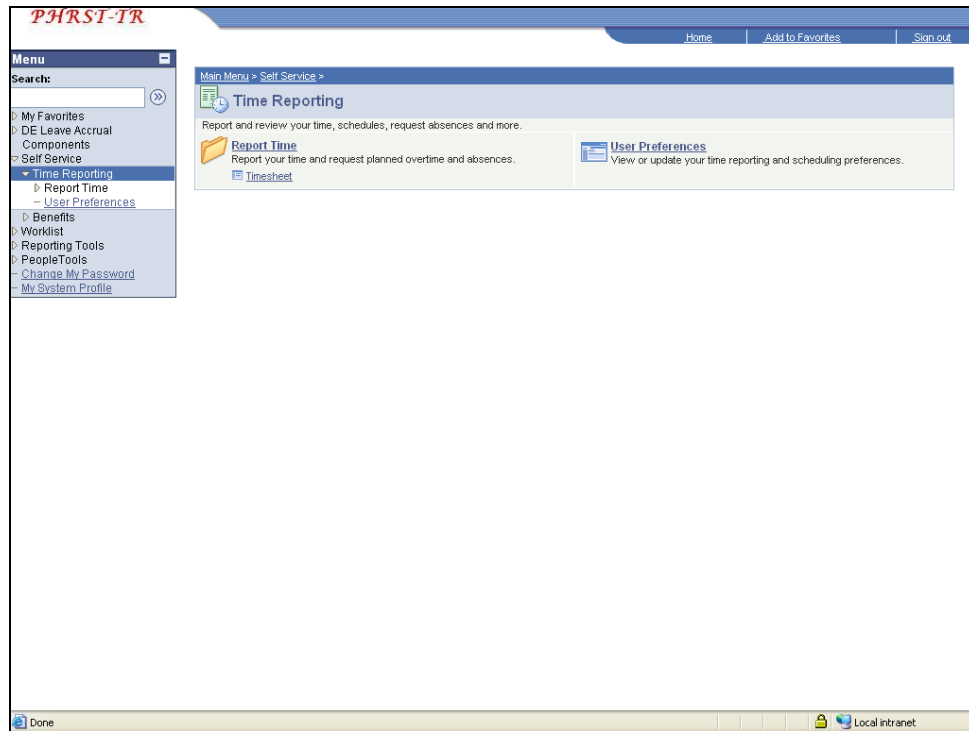
Step	Action
2.	<p>Click the Self Service link.</p> <p> Self Service</p>

Training Guide

T&L Employee Self Service



Step	Action
3.	Click the Time Reporting link. <div>▶ Time Reporting</div>



Step	Action
4.	Click the User Preferences link. User Preferences

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Menu

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- PeopleTools
 - Change My Password
 - My System Profile

Time Reporting Preferences | **Schedule Preferences**

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults | [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Task | **Task Reporting Elements** | **ChartFields** | [REF](#)


Taskgroup	Description
00STATE	State Organizations Taskgroup

[Save](#)

Go To: [Self Service](#) | [Time Reporting](#)

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Done Local intranet

Step	Action
5.	Click the Collapse Menu button. 



PHRST-TR

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Time Reporting Preferences | [Schedule Preferences](#)

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Task | Task Reporting Elements | ChartFields

Taskgroup	Description
00STATE	State Organizations Taskgroup

Save

Go To: [Self Service](#) | [Time Reporting](#)

[Notify](#)

Local Intranet

Step	Action
6.	The Time Reporting Preferences page allows Users to set Time Reporting Preferences to prepopulate the Timesheet with TRCs and Combo Codes.

PHRST-TR

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[New Window](#) | [Help](#) | [Customize Page](#) | 

Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Task | **Task Reporting Elements** | **Chart Fields** | [\[RTT\]](#)

Taskgroup	Description
00STATE	State Organizations Taskgroup

[Save](#)

Go To: [Self Service](#)
[Time Reporting](#)


[Notify](#)

Local intranet

Step	Action
7.	The TRC Code or Description field is not in use by the State of Delaware.

PHRST-TR

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Time Reporting Preferences | [Schedule Preferences](#)

Barbara Atkinson ID: 013084 Empl Rcd#: 0


TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults [Customize](#) | [Find](#) | [View All](#) |  First of 1 Last

Task: [Task Reporting Elements](#) | [ChartFields](#) | [Help](#)

Taskgroup	Description
00STATE	State Organizations Taskgroup

[Save](#)

Go To: [Self Service](#)
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Local Intranet

Step	Action
8.	Click the Time Prepopulation Method list. <input type="text" value=""/>

PHRST-TR

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[New Window](#) | [Help](#) | [Customize Page](#) |

Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Task | **Task Reporting Elements** | **Chart Fields** | [RTT](#)

Taskgroup	Description
00STATE	State Organizations Taskgroup

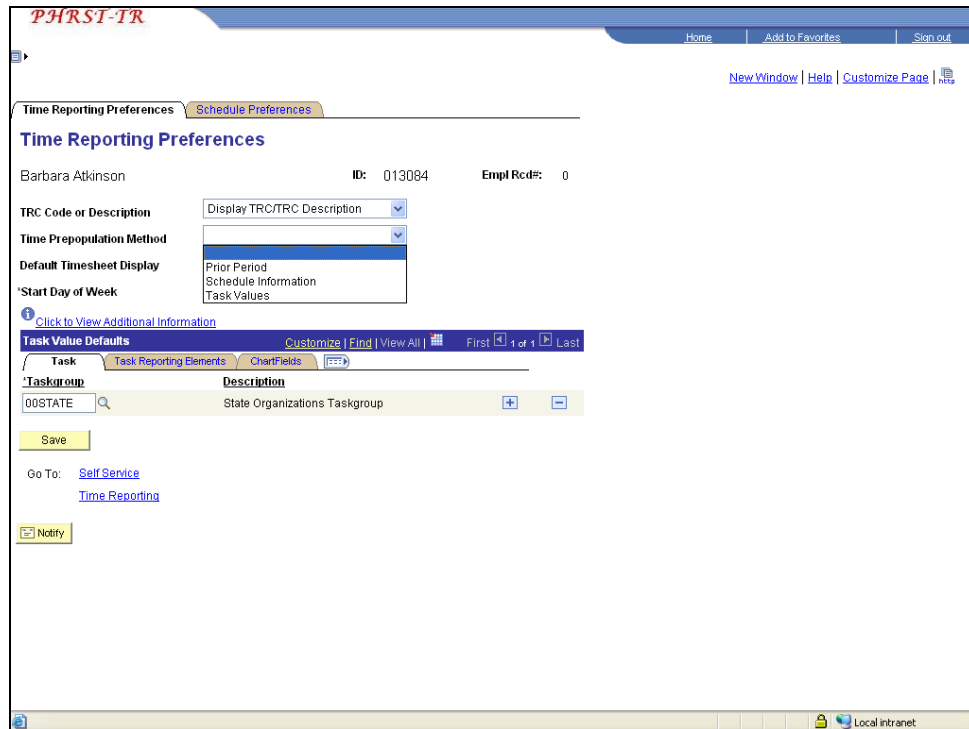
[Save](#)

Go To: [Self Service](#) | [Time Reporting](#)

[Notify](#)


Local intranet

Step	Action
9.	<p>The three options for this field are:</p> <p>Prior Period - Not in use by the State of Delaware.</p> <p>Schedule Information - The employee's scheduled hours will prepopulate on the Timesheet.</p> <p>Task Values - The Task Value Defaults section becomes active to enter TRCs and Combo Codes to populate the Timesheet.</p>



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Time Reporting Preferences | [Schedule Preferences](#)

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Task | [Task Reporting Elements](#) | [Chart Fields](#) | [Help](#)

Taskgroup	Description
00STATE	State Organizations Taskgroup

[Save](#)

Go To: [Self Service](#)
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Local Intranet

Step	Action
10.	Click the Task Values list item. <input type="text" value="Task Values"/>

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Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Task | **Task Reporting Elements** | **Chart Fields** | [RTT](#)

Taskgroup	Description
00STATE	State Organizations Taskgroup

[Save](#)

Go To: [Self Service](#)
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Local intranet

Step	Action
11.	Click the Default Timesheet Display list. <input type="text" value="Weekly"/>

PHRST-TR

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Time Reporting Preferences | [Schedule Preferences](#)

Barbara Atkinson ID: 013084 Empl Rcd#: 0


TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)


Task Value Defaults [Customize](#) | [Find](#) | [View All](#) |  First Last

Task: [Task Reporting Elements](#) | [ChartFields](#) | [Help](#)

Taskgroup	Description
00STATE	State Organizations Taskgroup

Save

Go To: [Self Service](#)
[Time Reporting](#)

 Notify

Local Intranet

Step	Action
12.	Click the Time Reporting Period list item. <input type="text" value="Time Reporting Period"/>

PHRST-TR

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[New Window](#) | [Help](#) | [Customize Page](#) | 

Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Task | **Task Reporting Elements** | **Chart Fields** | [\[RTT\]](#)

Taskgroup	Description
00STATE	State Organizations Taskgroup

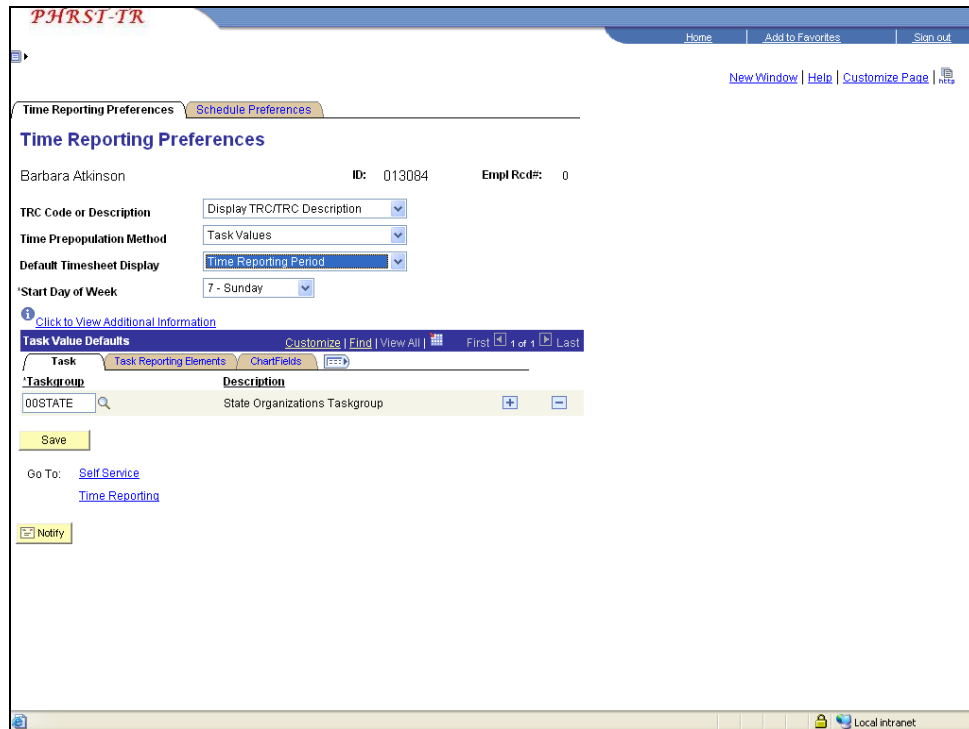
[Save](#)

Go To: [Self Service](#)
[Time Reporting](#)

[Notify](#)

Local intranet


Step	Action
13.	The Default Timesheet Display field overrides any value previously entered in the View By field on the Timesheet .



Step	Action
14.	The Start Day of Week field defaults to 7 - Sunday . Note: Do not change this default value.
15.	The Task tab displays the Taskgroup and Taskgroup Description. Note: Do not change this field.
16.	The Task Reporting Elements tab is not in use by the State of Delaware.

PHRST-TR

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Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Task | **Task Reporting Elements** | **ChartFields** | [PDF](#)


Task Group	Business Unit	Combo Code
00STATE		

[Save](#)

Go To: [Manager Self Service](#)
[Time Management](#)


[Notify](#)

Local intranet

Step	Action
17.	Click the ChartFields tab. 

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Time Reporting Preferences | [Schedule Preferences](#)

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults

[Task](#) | [Task Reporting Elements](#) | [ChartFields](#) | [CTF](#)

Taskgroup	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Account	Program Sch Code	Project
00STATE	<input type="text"/>	<input type="text"/>	Edit ChartFields							

[Save](#)

Go To: [Self Service](#)
[Time Reporting](#)

[Notify](#)

Local intranet

Step	Action
18.	Click in the TRC field. <input type="text"/>



PHRST-TR

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Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults

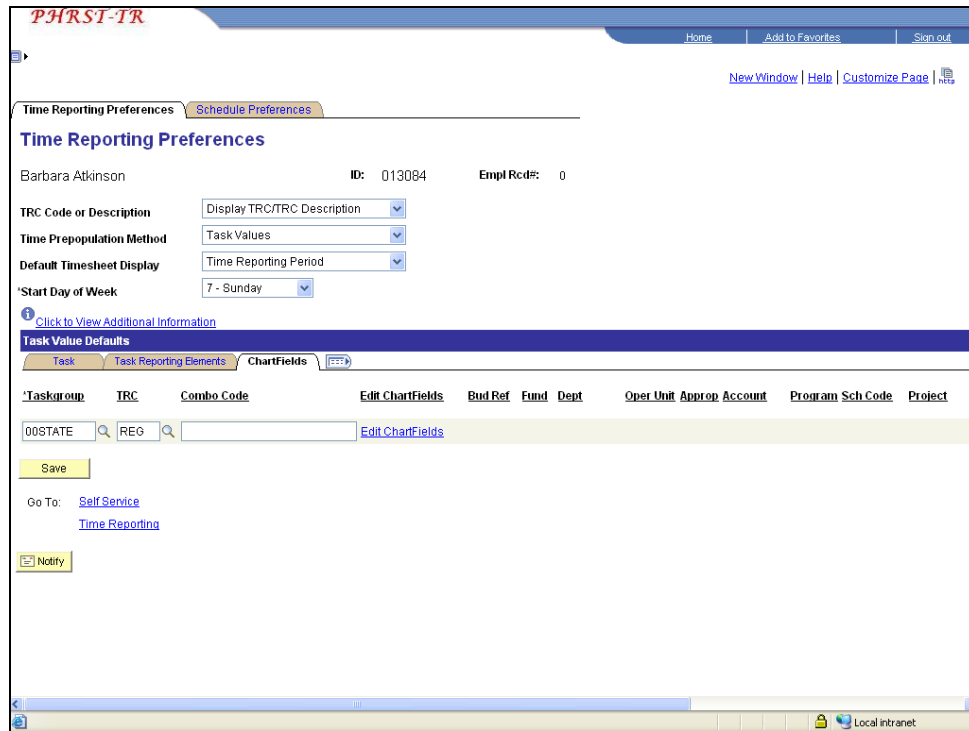
Task | **Task Reporting Elements** | **ChartFields** | **CTF**


*Task Group	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Account	Program	Sch Code	Project
00STATE	<input type="text"/>	<input type="text"/>	Edit ChartFields								

Go To: [Self Service](#)
[Time Reporting](#)

Local intranet

Step	Action
19.	Enter the desired information into the TRC field. Enter " REG ".



Step	Action
20.	<p>Click the scrollbar.</p> 



PHRST-TR

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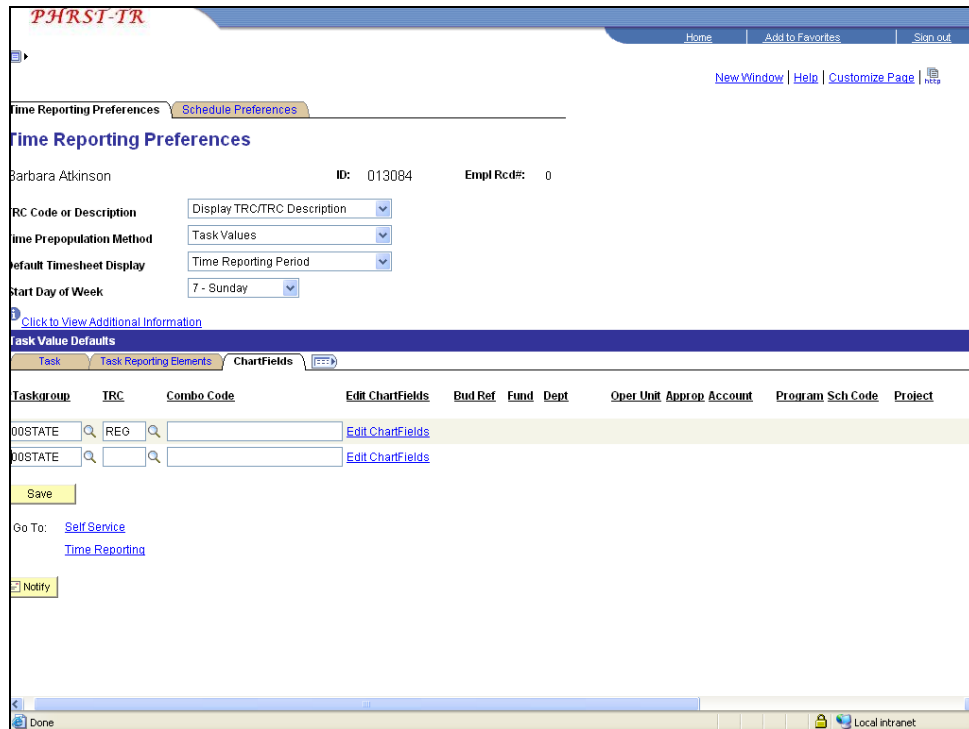
084 Empl Rcd#: 0

Customize | Find | View All | First 1 of 1 Last

Fields	Bud Ref	Fund	Dept	Oper Unit	Approp Account	Program	Sch Code	Project	DE Activity	DE Resource Cat	Fund Affil	Affiliate
Fields												


Local intranet

Step	Action
21.	Click the Add a new row button.



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Time Reporting Preferences | [Schedule Preferences](#)

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:


Time Prepopulation Method:

Default Timesheet Display:

Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults


[Task](#) | [Task Reporting Elements](#) | [ChartFields](#) 

Taskgroup	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Account	Program Sch Code	Project
00STATE	<input type="text" value="REG"/>	<input type="text"/>	Edit ChartFields							
00STATE	<input type="text"/>	<input type="text"/>	Edit ChartFields							

[Save](#)

Go To: [Self Service](#) | [Time Reporting](#)


[Notify](#)

Done 

Step	Action
22.	Click in the TRC field. <input type="text"/>

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Time Reporting Preferences | [Schedule Preferences](#)

Barbara Atkinson ID: 013084 Empl Rcd#: 0

RC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults

[Task](#) | [Task Reporting Elements](#) | [ChartFields](#) (PPT)

Taskgroup	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Account	Program	Sch Code	Project
00STATE	<input type="text" value="REG"/>	<input type="text"/>	Edit ChartFields								
00STATE	<input type="text" value="I"/>	<input type="text"/>	Edit ChartFields								

[Save](#)

Go To: [Self Service](#) | [Time Reporting](#)


[Notify](#)

Done Local intranet

Step	Action
23.	Enter the desired information into the TRC field.
	Enter " ALT ".

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Time Reporting Preferences | [Schedule Preferences](#)

Barbara Atkinson ID: 013084 Empl Rcd#: 0

RC Code or Description:


Time Prepopulation Method:

Default Timesheet Display:

Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults


[Task](#) | [Task Reporting Elements](#) | [ChartFields](#) 


Task Group	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Account	Program	Sch Code	Project
00STATE	<input type="text" value="REG"/>	<input type="text" value=""/>	Edit ChartFields								
00STATE	<input type="text" value="ALT"/>	<input type="text" value=""/>	Edit ChartFields								

[Save](#)

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[Notify](#)

Done 

Step	Action
24.	Click the Save button. 



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Time Reporting Preferences | [Schedule Preferences](#)

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults

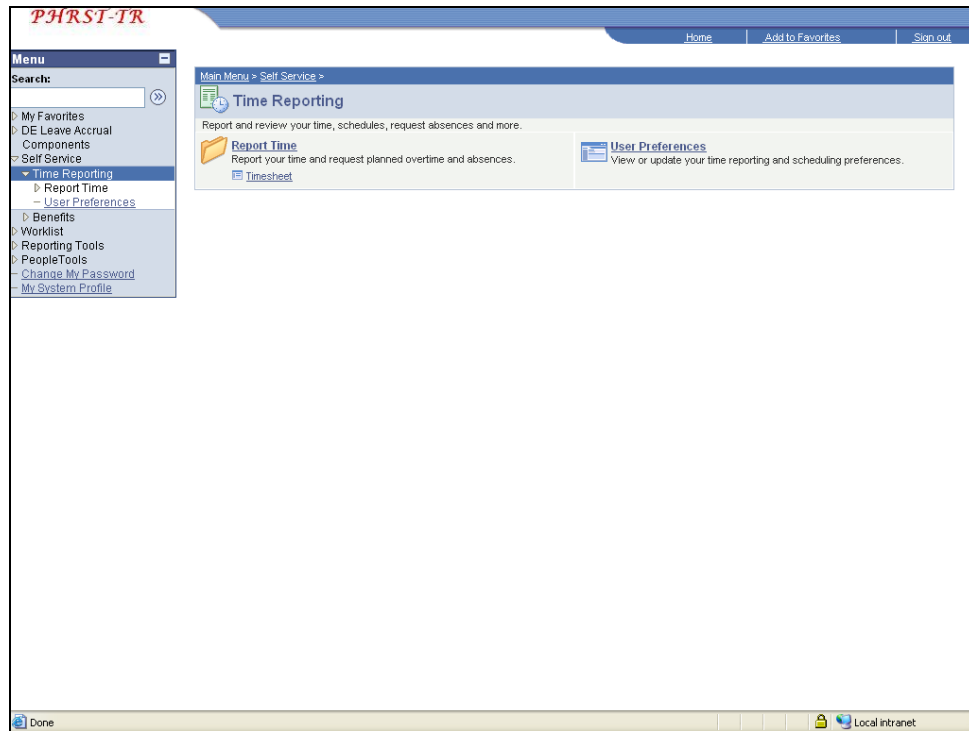
[Task](#) | [Task Reporting Elements](#) | [ChartFields](#) | [REF](#)

Taskgroup	TRC	Combo Code	Edit ChartFields	Bad Ref	Fund	Dept	Oper Unit	Approp Account	Program	Sch Code	Project
00STATE	<input type="text" value="REG"/>	<input type="text"/>	Edit ChartFields								
00STATE	<input type="text" value="ALT"/>	<input type="text"/>	Edit ChartFields								

Go To: [Self Service](#)
[Time Reporting](#)

Done Local intranet

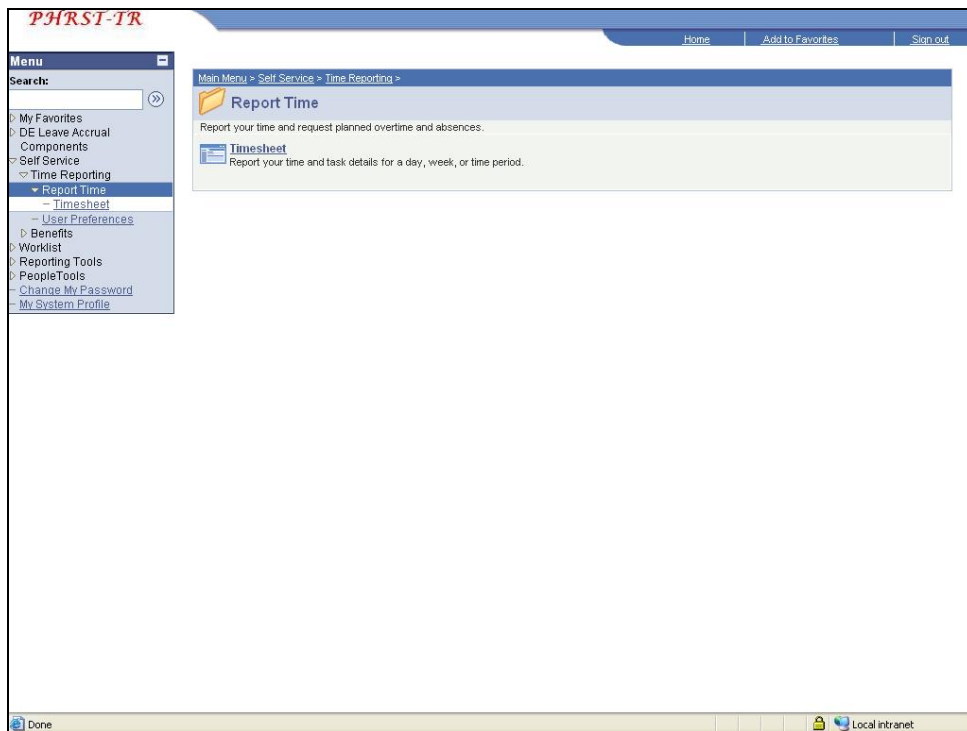
Step	Action
25.	Click the Time Reporting link. Time Reporting



Step	Action
26.	Click the Report Time link. <div>▶ Report Time</div>

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Step	Action
27.	Click the Timesheet link. Timesheet

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- DE Leave Accrual Components
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- Time Reporting
 - Report Time
 - Timesheet**
 - User Preferences
 - Benefits
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My System Profile

Timesheet

Barbara Atkinson EmplID: 013084

Job Title: Management Analyst III Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period Date: 10/25/2009  [Previous Time Period](#) [Next Time Period](#)

Populate Time From: Task Values

Reported Hours: 0.00 Hours Scheduled Hours: 75.00 Hours

From Sunday 10/25/2009 to Saturday 11/07/2009 [Custom](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmind	Wage T
10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7				
																REG	
																ALT	

[Submit](#)

[Reported Time Status - click to hide](#)


Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	


[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Time Reporting](#)

[Punch Timesheet](#)

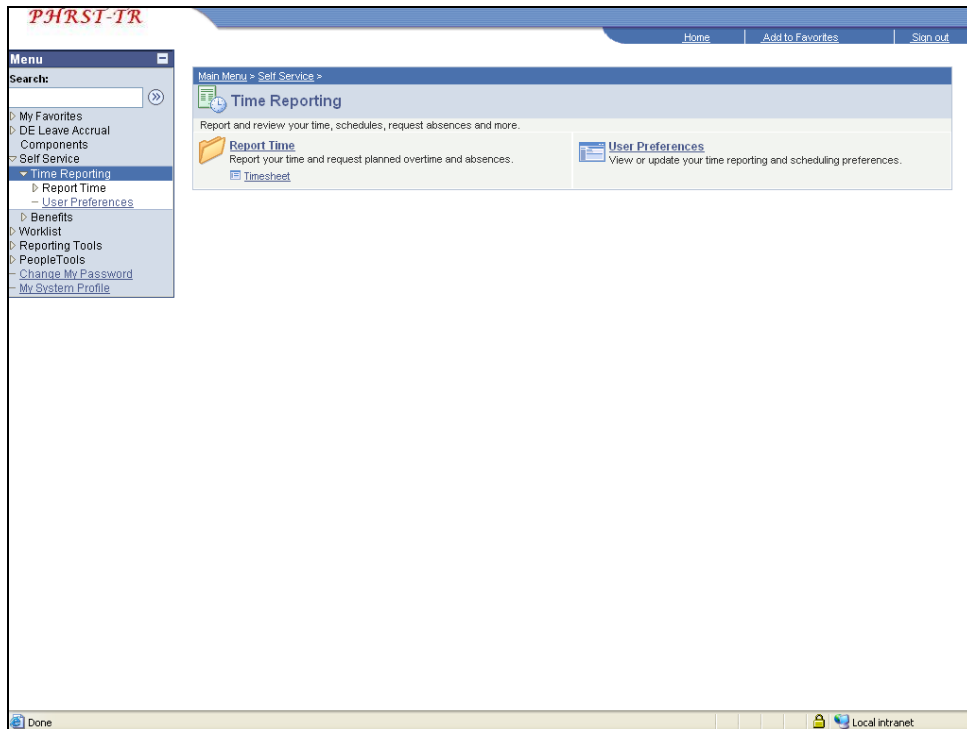
Done  Local intranet

Step	Action
28.	Click the Collapse Menu button. 

Step	Action
29.	Notice the Timesheet now displays the full time reporting period (two weeks) instead of the default 'Week' and the TRCs are prepopulated.




Step	Action
30.	<p>Another Time Prepopulation Method option, Schedule Information, allows you to set Preferences on the Timesheet which will prepopulate the Work Schedule.</p> <p>Click the Time Reporting link.</p> <p>Time Reporting</p>



Step	Action
31.	Click the User Preferences link. User Preferences

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 - My System Profile

Time Reporting Preferences [Schedule Preferences](#)

Barbara Atkinson ID: 013084 Empl Rcd#: 0


TRC Code or Description:






Time Prepopulation Method:

Default Timesheet Display:


*Start Day of Week:


[Click to View Additional Information](#)


Task Value Defaults [Customize](#) | [Find](#) | [View All](#) |  First Last

Task	Task Reporting Elements	ChartFields	FREE
Taskgroup			
00STATE		State Organizations Taskgroup	 
00STATE		State Organizations Taskgroup	 

Go To: [Self Service](#)
[Time Reporting](#)



Done  Local intranet

Step	Action
32.	Click the Collapse Menu button. 

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Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)

Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Task	Task Reporting Elements	Chart Fields	RTT
Taskgroup	Description		
00STATE	State Organizations Taskgroup		
00STATE	State Organizations Taskgroup		

[Save](#)

Go To: [Self Service](#)
[Time Reporting](#)


[Notify](#)

Done

Step	Action
33.	Click the Time Prepopulation Method list. <div> <input type="text" value="Task Values"/> </div>

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Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

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Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Task	Task Reporting Elements	ChartFields
Taskgroup	Description	
00STATE	State Organizations Taskgroup	+ -
00STATE	State Organizations Taskgroup	+ -

[Save](#)

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Done 

Step	Action
34.	Click the Schedule Information list item. <input type="text" value="Schedule Information"/>

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Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

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Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)


Task	Task Reporting Elements	ChartFields
Taskgroup	Description	
00STATE	State Organizations Taskgroup	+ -
00STATE	State Organizations Taskgroup	+ -

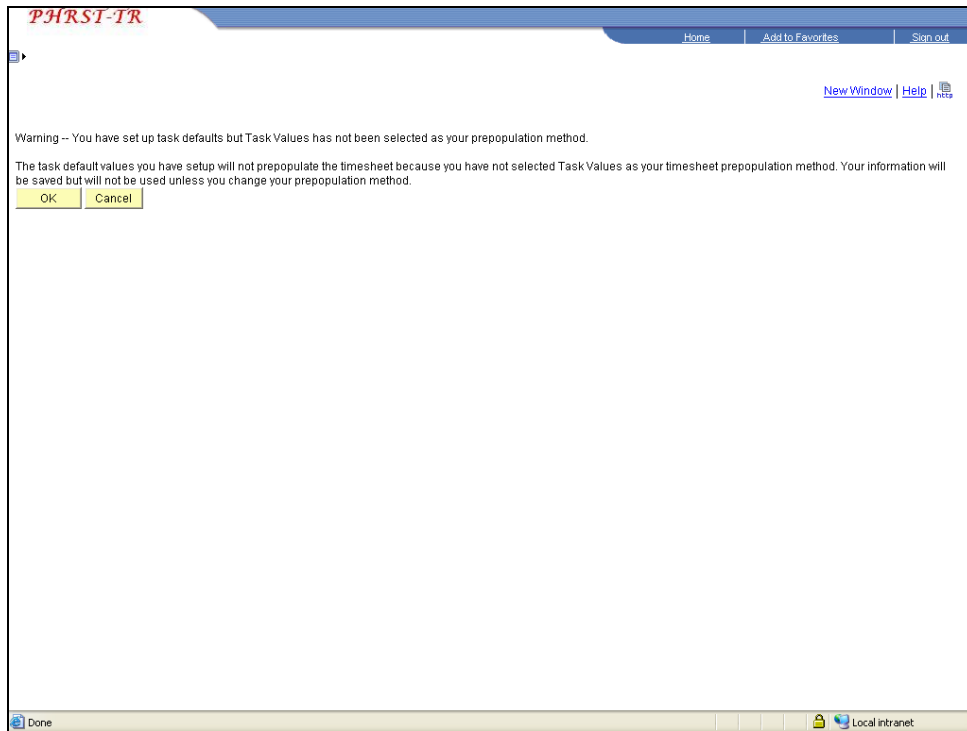
[Save](#)


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Done  Local intranet

Step	Action
35.	Click the Save button. 



Step	Action
36.	<p>This Warning Message always appears when the Time Prepopulation Method is changed and requires no action.</p> <p>Click the OK button.</p> <p></p>

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Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences

Barbara Atkinson ID: 013084 Empl Rcd#: 0

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

*Start Day of Week:

[Click to View Additional Information](#)


Task Value Defaults [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Task	Task Reporting Elements	ChartFields	RTT
Taskgroup	Description		
00STATE	State Organizations Taskgroup	+	-
00STATE	State Organizations Taskgroup	+	-

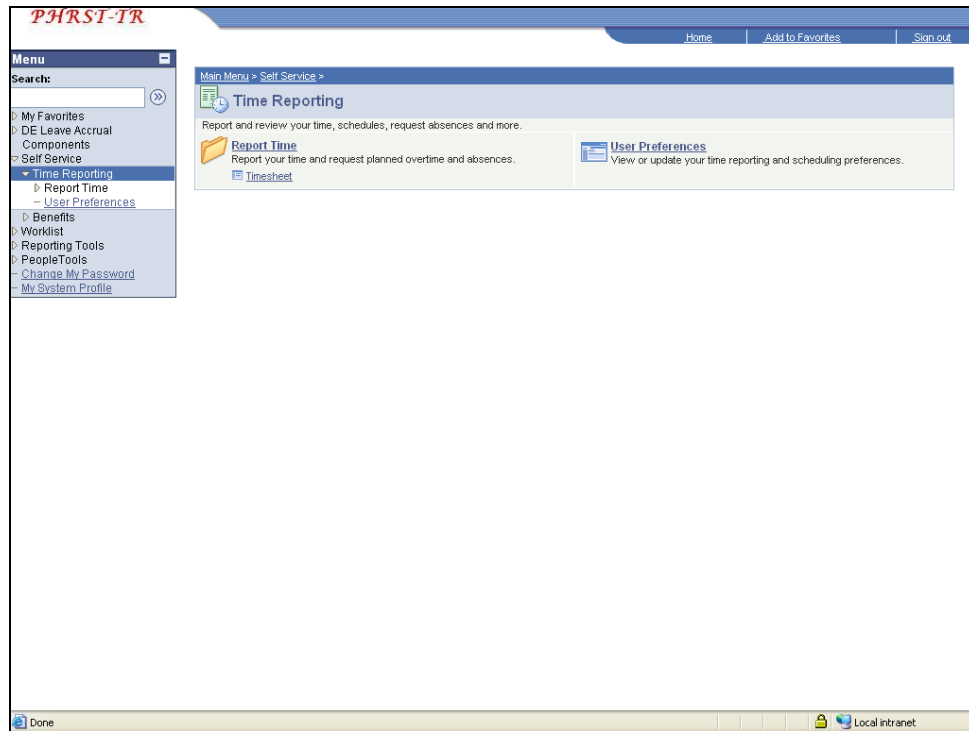
[Save](#)

Go To: [Self Service](#)
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[Notify](#)

Done  Local intranet

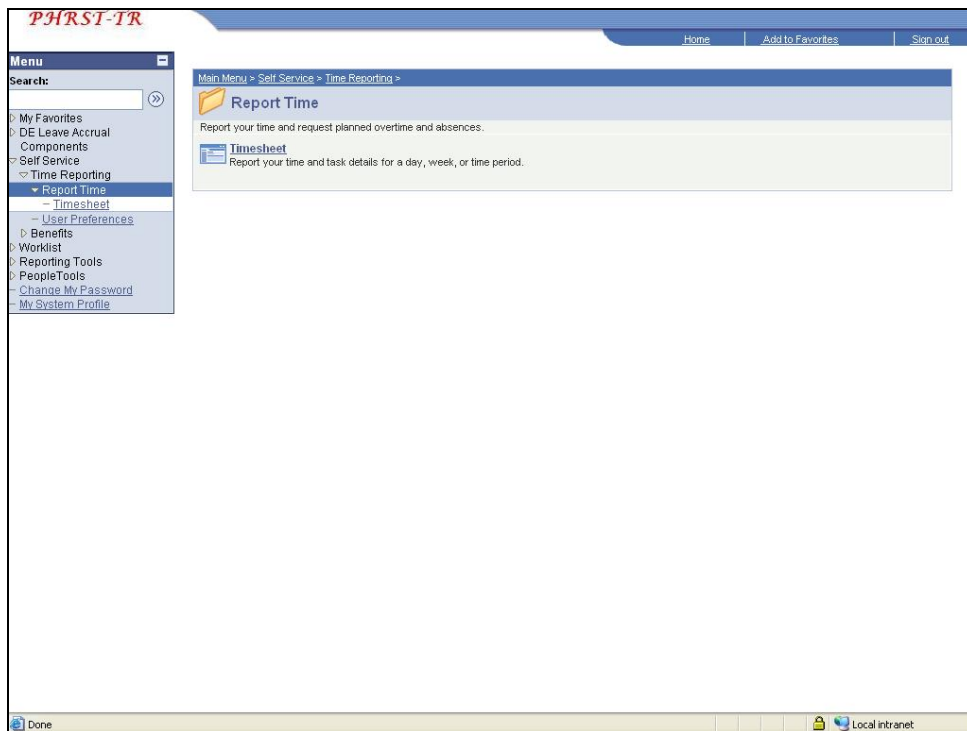
Step	Action
37.	Click the Time Reporting link. Time Reporting



Step	Action
38.	Click the Report Time link. <div>▶ Report Time</div>

Training Guide

T&L Employee Self Service



Step	Action
39.	Click the Timesheet link. Timesheet

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 - User Preferences
 - Benefits
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My System Profile

Timesheet

Barbara Atkinson EmplID: 013084

Job Title: Management Analyst III Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period Date: 10/25/2009 [Refresh](#) [Previous Time Period](#) [Next Time Period](#)

Populate Time From: Schedule Information

Reported Hours: 0.00 Hours Scheduled Hours: 75.00 Hours

From Sunday 10/25/2009 to Saturday 11/07/2009 [Customize](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilm	Wage T
10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7				
	7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	7.50					

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	


[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Time Reporting](#)

[Punch Timesheet](#)

Done Local intranet

Step	Action
40.	Click the Collapse Menu button. 

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Timesheet

Barbara Atkinson EmpID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period Date: 10/25/2009 [Refresh](#) [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From: Schedule Information

Reported Hours: 0.00 Hours Scheduled Hours: 75.00 Hours

From Sunday 10/25/2009 to Saturday 11/07/2009 [Customize](#) | [Find](#) | [1 of 1](#) | [La](#)

Timesheet														Overrides		Total		TRC		Wilmington	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wage Tax	Combo Code				
10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7								
7.50	7.50	7.50	7.50	7.50				7.50	7.50	7.50	7.50	7.50									

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

[Reported Hours Summary - click to view](#)

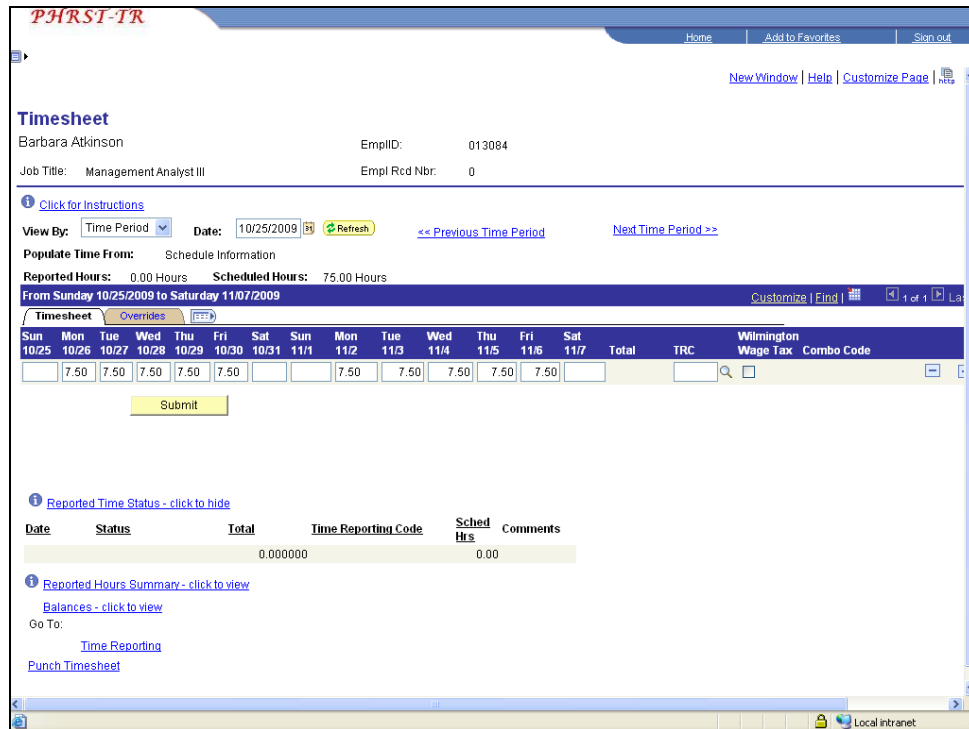
[Balances - click to view](#)

Go To: [Time Reporting](#)

[Punch Timesheet](#)

Local Intranet

Step	Action
41.	<p>When the Time Prepopulation Method of Schedule Information is used, the Work Schedule is prepopulated and TRCs are not populated.</p> <p>If exceptions are reported on the Timesheet, the existing Scheduled Hours must be deleted or changed.</p>



Step	Action
42.	<p>Congratulations! You are now able to:</p> <ul style="list-style-type: none"> - Navigate to the User Preferences page - Apply user preferences to the Timesheet <p>End of Procedure.</p>

Override and Append

PHRST End User Training v8.9 Override and Append

Procedure

By the end of this topic, you will be able to:

- Search for a specific **Combination Code** by entering related **ChartField** details
- Create a **Combination Code**

Approximate time to complete topic: **4 minutes**

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Timesheet

Eva Bullock EmplID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Date: [Refresh](#) << Previous Week Next Week >>

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1-2 of 2](#) | [Last](#)

Timesheet **Overrides** [Print](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Wage Tax	Taskgroup	Business	Unit	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31								
		1.00					1.00	ALT	<input type="checkbox"/>		00STATE	<input type="checkbox"/>	STDBU	<input type="checkbox"/>
	7.50	6.50	7.50	7.50	7.50		36.50	REG	<input type="checkbox"/>		00STATE	<input type="checkbox"/>	STDBU	<input type="checkbox"/>

[Submit](#)

[Reported Time Status - click to hide](#)


Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	
10/30/2009	Submitted	7.50	REG	7.50	

Local intranet

Step	Action
1.	Click the Overrides tab. Overrides

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009  << Previous Week Next Week >>

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours






From Sunday 10/25/2009 to Saturday 10/31/2009

[Timesheet](#) [Overrides](#) [Help](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp
10/25	10/26	10/27	10/28	10/29	10/30	10/31									
		1.00					1.00	ALT		Edit ChartFields					
	7.50	6.50	7.50	7.50	7.50		36.50	REG		Edit ChartFields					

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	

Done Local Intranet

Step	Action
2.	Enter known Combo Codes directly into this field. Security ensures that Combo Codes used are valid for the Organization. If an invalid Combo Code is entered, an on-line error message displays not allowing the submission of the reported time.

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T&L Employee Self Service



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Timesheet

Eva Bullock EmpID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours
 From Sunday 10/25/2009 to Saturday 10/31/2009

[Timesheet](#) [Overrides](#) [Help](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		Edit ChartFields					
	7.50	6.50	7.50	7.50	7.50		36.50	REG		Edit ChartFields					

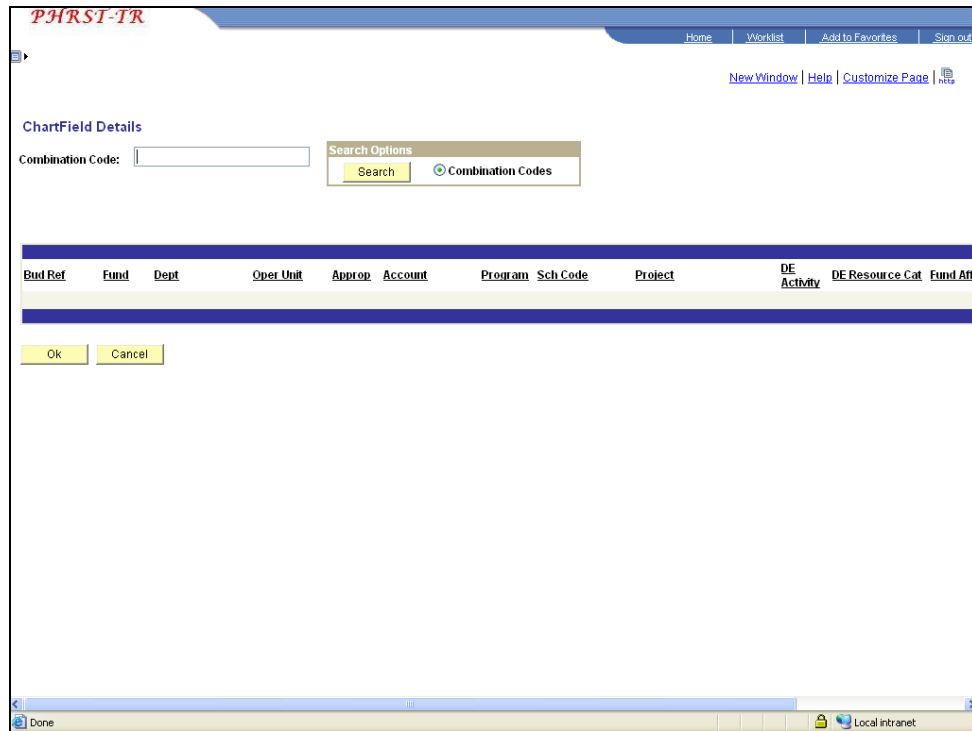
[Submit](#)


[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	

Done Local Intranet


Step	Action
3.	<p>If the Combo Code is unknown, select the Edit ChartFields link.</p> <p>Click the Edit ChartFields link.</p> <p>Edit ChartFields</p>



Step	Action
4.	<p>Clicking on the Edit ChartFields link allows searching for the appropriate Combination Code by entering various ChartField data elements.</p> <p>Click the Search button.</p> 

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliate <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>	Project <input type="text"/>	
Department <input type="text"/>	DE Activity <input type="text"/>	
Operating Unit <input type="text"/>	DE Resource Cat <input type="text"/>	
Appropriation <input type="text"/>		
Account <input type="text"/>		


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Cod
1	Select										

Done 

Step	Action
5.	<p>Enter as much ChartField detail as possible to reduce the number of rows returned on a search.</p> <p>Enter values, or select by clicking the Lookup button for the field.</p> <p>If this does not return the desired ChartField string, eliminate non-core ChartField(s) from the search criteria and click the Search button again.</p> <p>Click in the Department field.</p> <div></div>

PHRST-TR

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliate <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>	Project <input type="text"/>	
Department <input type="text"/>	DE Activity <input type="text"/>	
Operating Unit <input type="text"/>	DE Resource Cat <input type="text"/>	
Appropriation <input type="text"/>		
Account <input type="text"/>		


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Code
1	Select										

Local intranet

Step	Action
6.	Enter the desired information into the Department field. Enter " 550840 ".

PHRST-TR

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliate <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>	Project <input type="text"/>	
Department <input type="text" value="550840"/>	DE Activity <input type="text"/>	
Operating Unit <input type="text"/>	DE Resource Cat <input type="text"/>	
Appropriation <input type="text"/>		
Account <input type="text"/>		


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Code
1	Select										

Local intranet

Step	Action
7.	Click in the Appropriation field. <input type="text"/>

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliate <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>	Project <input type="text"/>	
Department <input type="text" value="550840"/>	DE Activity <input type="text"/>	
Operating Unit <input type="text"/>	DE Resource Cat <input type="text"/>	
Appropriation <input type="text"/>		
Account <input type="text"/>		

Search Clear Cancel


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Code
1	Select										

Local intranet

Step	Action
8.	Enter the desired information into the Appropriation field. Enter " 93902 ".

PHRST-TR

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliate <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>		
Department <input type="text" value="550840"/>	Project <input type="text"/>	
Operating Unit <input type="text"/>	DE Activity <input type="text"/>	
Appropriation <input type="text" value="93902"/>	DE Resource Cat <input type="text"/>	
Account <input type="text"/>		


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Code
1	Select										

Local intranet

Step	Action
9.	Click in the Account field. <input type="text"/>

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliate <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>	Project <input type="text"/>	
Department <input type="text" value="550840"/>	DE Activity <input type="text"/>	
Operating Unit <input type="text"/>	DE Resource Cat <input type="text"/>	
Appropriation <input type="text" value="93902"/>		
Account <input type="text"/>		

Search Clear Cancel


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Code
1	Select										

Local intranet

Step	Action
10.	Enter the desired information into the Account field. Enter " 51004 ".

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliate <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>		
Department <input type="text" value="550840"/>	Project <input type="text"/>	
Operating Unit <input type="text"/>	DE Activity <input type="text"/>	
Appropriation <input type="text" value="93902"/>	DE Resource Cat <input type="text"/>	
Account <input type="text" value="51004"/>		


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Code
1	Select										

Local intranet

Step	Action
11.	Click in the Project field. <input type="text"/>

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliat <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>		
Department <input type="text" value="550840"/>	Project <input type="text"/>	
Operating Unit <input type="text"/>	DE Activity <input type="text"/>	
Appropriation <input type="text" value="93902"/>	DE Resource Cat <input type="text"/>	
Account <input type="text" value="51004"/>		


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Code
1	Select										

Local intranet

Step	Action
12.	Enter the desired information into the Project field. Enter " t0840 ".

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Search Combination Codes

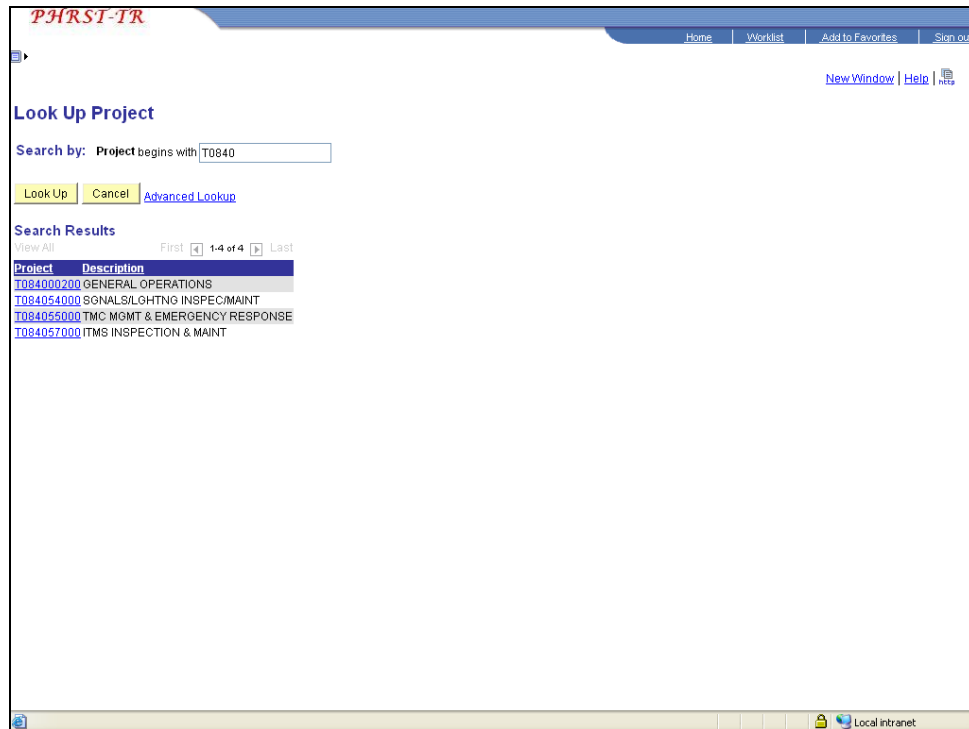
Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliate <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>		
Department <input type="text" value="550840"/>	Project <input type="text" value="10840"/>	
Operating Unit <input type="text"/>	DE Activity <input type="text"/>	
Appropriation <input type="text" value="93902"/>	DE Resource Cat <input type="text"/>	
Account <input type="text" value="51004"/>		

Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Code
1	Select										


Local intranet

Step	Action
13.	Click the Look up Project button. 



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Look Up Project

Search by: Project begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

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Project	Description
T084000200	GENERAL OPERATIONS
T084054000	SIGNALS/LIGHTING INSPEC/MAINT
T084055000	TMC MGMT & EMERGENCY RESPONSE
T084057000	ITMS INSPECTION & MAINT

Local intranet

Step	Action
14.	Click the T084054000 link.

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliate <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>		
Department <input type="text" value="550840"/>	Project <input type="text" value="T084054000"/>	
Operating Unit <input type="text"/>	DE Activity <input type="text"/>	
Appropriation <input type="text" value="93902"/>	DE Resource Cat <input type="text"/>	
Account <input type="text" value="51004"/>		

Search Clear Cancel


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Cod
1	Select										

Done Local intranet

Step	Action
15.	Click in the DE Activity field. <input type="text"/>

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliat <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>		
Department <input type="text" value="550840"/>	Project <input type="text" value="T084054000"/>	
Operating Unit <input type="text"/>	DE Activity <input type="text"/>	
Appropriation <input type="text" value="93902"/>	DE Resource Cat <input type="text"/>	
Account <input type="text" value="51004"/>		

Search Clear Cancel


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Code
1	Select										

Local intranet

Step	Action
16.	Enter the desired information into the DE Activity field. Enter " 550-PERSNL ".

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Search Combination Codes

Combination Code

Budget <input type="text"/>	Program Code <input type="text"/>	Fund Affiliate <input type="text"/>
Reference <input type="text"/>	School Code <input type="text"/>	Affiliate <input type="text"/>
Fund Code <input type="text"/>		
Department <input type="text" value="550840"/>	Project <input type="text" value="T084054000"/>	
Operating Unit <input type="text"/>	DE Activity <input type="text" value="550-PERSNL"/>	
Appropriation <input type="text" value="93902"/>	DE Resource Cat <input type="text"/>	
Account <input type="text" value="51004"/>		


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Cod
1	Select										

Local intranet

Step	Action
17.	Click the Search button. <div>Search</div>

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Search Combination Codes

Combination Code

Budget Reference Fund Code	Program Code	Fund Affiliate
Department 550840	School Code	Affiliate
Operating Unit	Project T084054000	
Appropriation 93902	DE Activity 550-PERSNL	
Account 51004	DE Resource Cat	

Search Clear Cancel

Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Cod
1 Select	000025408	51004	550840	T084054000	101		93902				
2 Select	000437296	51004	550840	T084054000	101		93902				
3 Select	000437297	51004	550840	T084054000	101		93902				
4 Select	000437298	51004	550840	T084054000	101		93902				
5 Select	000437304	51004	550840	T084054000	101		93902				
6 Select	000437308	51004	550840	T084054000	101		93902				

Done Local intranet

Step	Action
18.	The Search returns all Combo Codes containing the populated ChartField values. This example returns six Combo Codes .

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Search Combination Codes

Combination Code

Budget Reference Fund Code	Program Code	Fund Affiliate
Department 550840	School Code	Affiliate
Operating Unit	Project T084054000	
Appropriation 93902	DE Activity 550-PERSNL	
Account 51004	DE Resource Cat	

Search Clear Cancel


Select	Combo Code	Account	Dept	Project	Fund	Program	Approp	Affiliate	Oper Unit	Bud Ref	Sch Cod
1 Select	000025408	51004	550840	T084054000	101		93902				
2 Select	000437296	51004	550840	T084054000	101		93902				
3 Select	000437297	51004	550840	T084054000	101		93902				
4 Select	000437298	51004	550840	T084054000	101		93902				
5 Select	000437304	51004	550840	T084054000	101		93902				
6 Select	000437308	51004	550840	T084054000	101		93902				

Done Local intranet

Step	Action
19.	Click the Select button.

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ChartField Details

Combination Code:

Search Options

☒ Combination Codes


Bud Ref	Fund	Dept	Oper Unit	Approp	Account	Program	Sch Code	Project	DE Activity	DE Resource Cat	Fund Aff
	101	550840		93902	51004			T084054000	550-PERSNL		

Done Local intranet

Step	Action
20.	<p>Click the Ok button only if the Chartfield string contains all of the desired ChartField details.</p> <p>If additional ChartField(s) need appending in the string, select the ADD button.</p> <p>Click the ADD button.</p> <p><input type="button" value="ADD"/></p>

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ChartField Details

Bud Ref	Fund	Dept	Oper Unit	Approp	Account	Program	Sch Code	Project	DE Activity	DE Resource Cat
101	550840		<input type="text"/>	93902	51004	<input type="text"/>		T084054000	550-PERSNL	<input type="text"/>

Ok Cancel

Done Local intranet

Step	Action
21.	Click in the DE Resource Cat field. <input type="text"/>



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ChartField Details

Bud Ref	Fund	Dept	Oper Unit	Approp	Account	Program	Sch Code	Project	DE Activity	DE Resource Cat
101	550840		<input type="text"/>	93902	51004	<input type="text"/>		T084054000	550-PERSNL	<input type="text"/>


Ok Cancel

Done Local intranet

Step	Action
22.	Enter the desired information into the DE Resource Cat field. Enter a valid value e.g. "9090".

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ChartField Details

Bud Ref	Fund	Dept	Oper Unit	Approp	Account	Program	Sch Code	Project	DE Activity	DE Resource Cat
101	550840		<input type="text"/>	93902	51004	<input type="text"/>		T084054000	550-PERSNL	9090 <input type="text"/>

Ok Cancel

Done Local intranet

Step	Action
23.	Click the Ok button. <div>Ok</div>

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Timesheet

Eva Bullock EmpID: 013318

Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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From Sunday 10/25/2009 to Saturday 10/31/2009

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Ac
10/25	10/26	10/27	10/28	10/29	10/30	10/31									
		1.00					1.00	ALT		Edit ChartFields					
	7.50	6.50	7.50	7.50	7.50		36.50	REG	000437297	Edit ChartFields		101	550840	93902	51

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	

Local Intranet

Step	Action
24.	The Combo Code of 000437297 populates the Combo Code field. This code is the result of the data entry on the ChartField Details page.

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Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Ac
		1.00					1.00	ALT		Edit ChartFields					
	7.50	6.50	7.50	7.50	7.50		36.50	REG	000437297	Edit ChartFields		101	550840		93902 51

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	


Local intranet

Step	Action
25.	Click the scrollbar.



The screenshot shows the PHRST-TR web application. At the top, there is a navigation bar with links: Home, Worklist, Add to Favorites, and Sign out. Below this, there are links for New Window, Help, and Customize Page. A search bar with a 'Find' button and a '1-2 of 2' indicator is present. The main content area displays a table with the following columns: Bud Ref, Fund, Dept, Oper Unit, Approp Account, Program Sch Code, Project, DE Activity, DE Resource Cat, Fund Affil, and Affiliate. The table contains one row of data: 101, 550840, 93902, 51004, T084054000, 550-PERSNL, 9090. At the bottom of the table, there are two buttons: a minus sign and a plus sign.

Bud Ref	Fund	Dept	Oper Unit	Approp Account	Program Sch Code	Project	DE Activity	DE Resource Cat	Fund Affil	Affiliate
101	550840			93902 51004		T084054000	550-PERSNL	9090		

Step	Action
26.	Click the Add a new row button. 

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Acco
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		Edit ChartFields					
	7.50	6.50	7.50	7.50	7.50		36.50	REG	000437297	Edit ChartFields		101	550840	93902	5100
										Edit ChartFields					

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	

Done

Step	Action
27.	Click in the Wed 10/28 field. <input type="text"/>



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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp	Acco
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		Edit ChartFields						
	7.50	6.50	7.50	7.50	7.50		36.50	REG	000437297	Edit ChartFields		101	550840		93902	5100
										Edit ChartFields						

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	

Done Local intranet

Step	Action
28.	Enter the desired information into the Wed 10/28 field. Enter " 1.00 ".

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Acco
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		Edit ChartFields					
	7.50	6.50	7.50	7.50	7.50		36.50	REG	000437297	Edit ChartFields		101	550840	93902	5100
			1.00							Edit ChartFields					

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	

Done Local Intranet

Step	Action
29.	Enter the desired information into the TRC field. Enter a valid value e.g. "t".

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Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours
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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp	Acco
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		Edit ChartFields						
	7.50	6.50	7.50	7.50	7.50		36.50	REG		000437297		101	550840		93902	5100
			1.00					t		Edit ChartFields						

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Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	

Done Local Intranet

Step	Action
30.	Click the Look up TRC button. 

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Look Up TRC

Search by: Time Reporting Code begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

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Time Reporting Code	Description
T10H	Overtime 1.0X
T11H	Overtime 1.0X + DF5
T15H	Overtime 1.5X
T16H	Overtime 1.5X + DF5
T80H	Hol OT 1.0X
T85H	Hol OT 1.5X
T86H	Hol OT 1.5X + DF5

Local intranet

Step	Action
31.	Click the T 10 H link. T10H



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Timesheet

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Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours
From Sunday 10/25/2009 to Saturday 10/31/2009

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp	Acco
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		Edit ChartFields						
	7.50	6.50	7.50	7.50	7.50		36.50	REG	000437297	Edit ChartFields		101	550840		93902	5100
			1.00					110H		Edit ChartFields						

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	

Done

Step	Action
32.	Click in the Combo Code field. <input type="text"/>

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Timesheet

Eva Bullock EmpID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

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Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours
 From Sunday 10/25/2009 to Saturday 10/31/2009

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Acco
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		Edit ChartFields					
	7.50	6.50	7.50	7.50	7.50		36.50	REG	000437297	Edit ChartFields		101	550840	93902	5100
			1.00					T10H		Edit ChartFields					

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	

Done

Step	Action
33.	Enter the desired information into the Combo Code field. Enter a valid value e.g. "000437308" .



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Timesheet

Eva Bullock EmplID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours
From Sunday 10/25/2009 to Saturday 10/31/2009

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp	Acco
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		Edit ChartFields						
	7.50	6.50	7.50	7.50	7.50		36.50	REG	000437297	Edit ChartFields		101	550840		93902	5100
			1.00					T10H	000437308	Edit ChartFields						

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	

Done

Step	Action
34.	Press [Tab] .

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Timesheet

Eva Bullock EmpID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Date: 10/25/2009 [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours
 From Sunday 10/25/2009 to Saturday 10/31/2009

[Timesheet](#) [Overrides](#) [Help](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp	Acco
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT		Edit ChartFields						
	7.50	6.50	7.50	7.50	7.50		36.50	REG	000437297	Edit ChartFields		101	550840	93902	5100	
			1.00					T10H	000437308	Edit ChartFields		101	550840	93902	5100	

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/29/2009	Submitted	7.50	REG	7.50	

Local intranet

Step	Action
35.	View the additional columns on this page using the Horizontal Scrollbar . Click the scrollbar.

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Bud Ref	Fund	Dept	Oper Unit	Approp Account	Program Sch Code	Project	DE Activity	DE Resource Cat	Fund Affil	Affiliate
	101	550840		93902 51004		T084054000	550-PERSNL	9090		 
	101	550840		93902 51004		T084054000	550-PERSNL	5011		 

Local intranet

Step	Action
36.	Click the scrollbar.

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Timesheet

Eva Bullock EmpID: 013318
 Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/25/2009 [Refresh](#) [Previous Week](#) [Next Week](#)

Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours
 From Sunday 10/25/2009 to Saturday 10/31/2009

[Timesheet](#) [Overrides](#) [Help](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Combo Code	Edit ChartFields	Bud Ref	Fund	Dept	Oper Unit	Approp Ac
10/25	10/26	10/27	10/28	10/29	10/30	10/31									
		1.00					1.00	ALT		Edit ChartFields					
	7.50	6.50	7.50	7.50	7.50		36.50	REG	000437297	Edit ChartFields	101	550840		93902	51
			1.00					T10H	000437308	Edit ChartFields	101	550840		93902	51

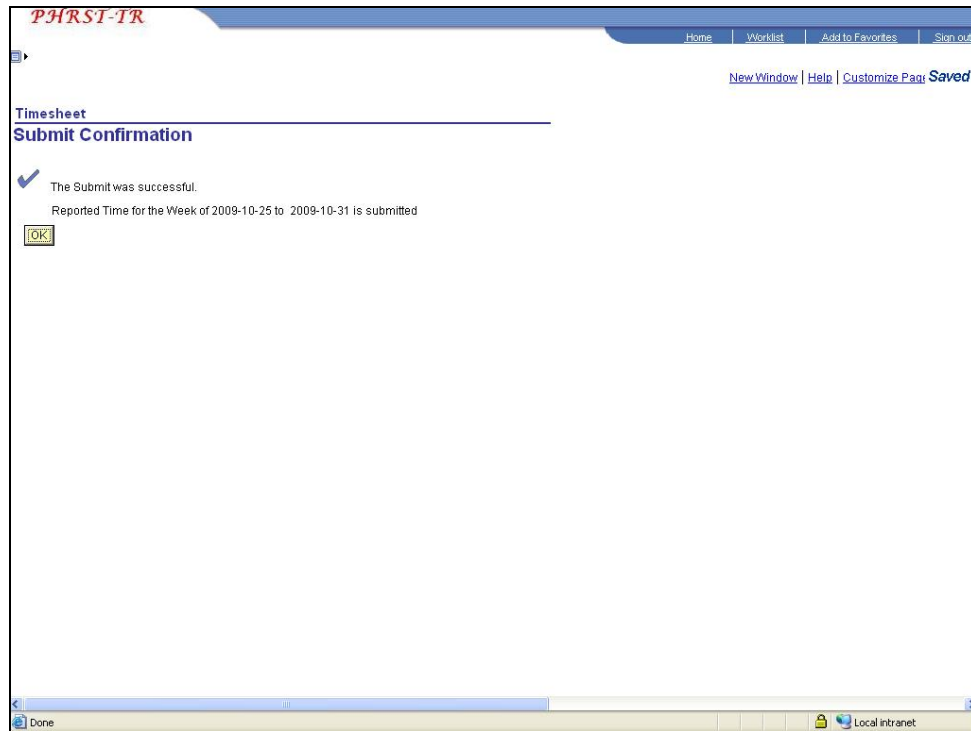
[Submit](#)


[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	

Local Intranet

Step	Action
37.	Click the Submit button. <div>Submit</div>



Step	Action
38.	Click the OK button. 

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Timesheet

Eva Bullock EmpID: 013318
Job Title: Intelligent Trans Sys Tech IV Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Date: 10/25/2009 << Previous Week Next Week >>

Reported Hours: 38.50 Hours Scheduled Hours: 37.50 Hours

From Sunday 10/25/2009 to Saturday 10/31/2009 [Customize](#) | [Find](#) | [1-3 of 3](#) | [Last](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	TRC	Wilmington	Wage Tax	Taskgroup	Business	Unit	Combo Code
10/25	10/26	10/27	10/28	10/29	10/30	10/31	1.00	ALT	<input type="checkbox"/>	<input type="checkbox"/>	00STATE	STDBU		
7.50	6.50	7.50	7.50	7.50			36.50	REG	<input type="checkbox"/>	<input type="checkbox"/>	00STATE	STDBU	000437297	
			1.00				1.00	T10H	<input type="checkbox"/>	<input type="checkbox"/>	00STATE	STDBU	000437308	

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/26/2009	Submitted	7.50	REG	7.50	
10/27/2009	Submitted	1.00	ALT	7.50	
10/27/2009	Submitted	6.50	REG	7.50	
10/28/2009	Submitted	7.50	REG	7.50	
10/28/2009	Submitted	1.00	T10H	7.50	
10/29/2009	Submitted	7.50	REG	7.50	

Done Local Intranet

Step	Action
39.	<p>Congratulations! You are now able to:</p> <ul style="list-style-type: none"> - Search for a specific Combination Code by entering related ChartField details - Create a Combination Code <p>End of Procedure.</p>

Viewing Leave Balances

View Sick, Annual, and Comp Time Balances

PHRST End User Training

v8.9

View Sick, Annual and Comp Time Balance

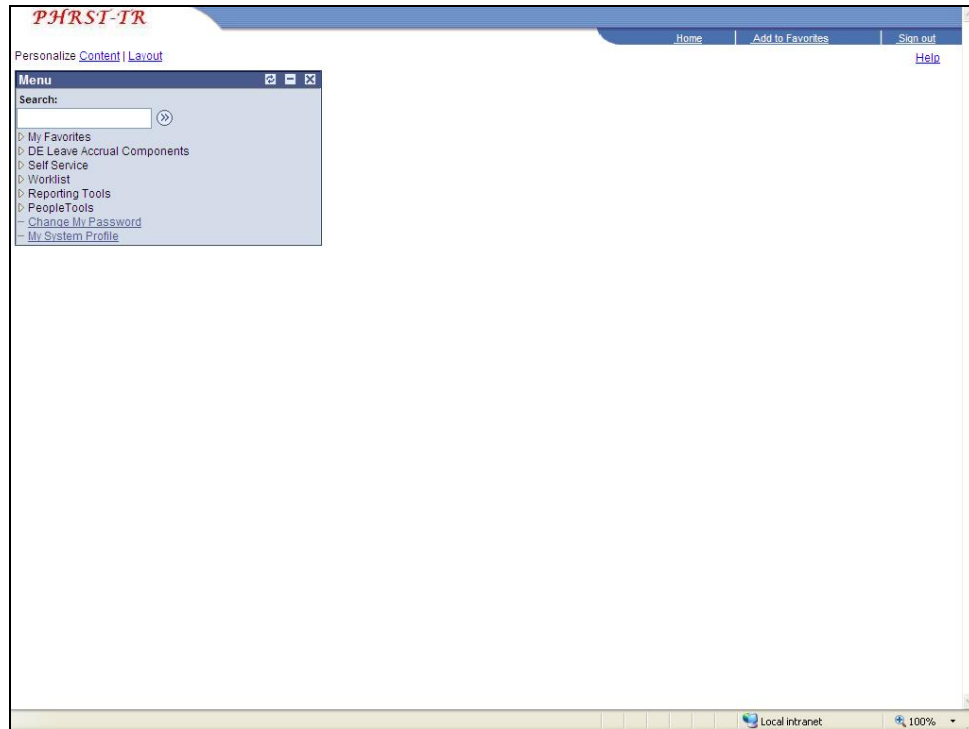
Procedure

By the end of this topic, you will know how to:

- Navigate to the **View Leave Balances** page
- View Leave Balance information



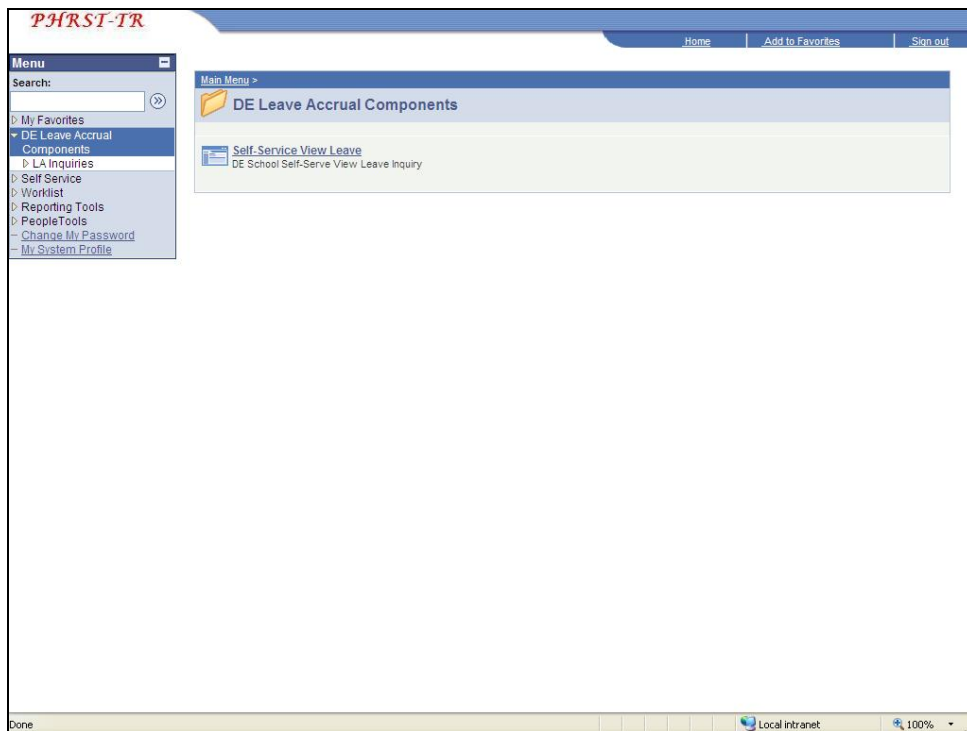
Approximate time to complete topic: **3 minutes**

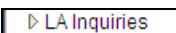


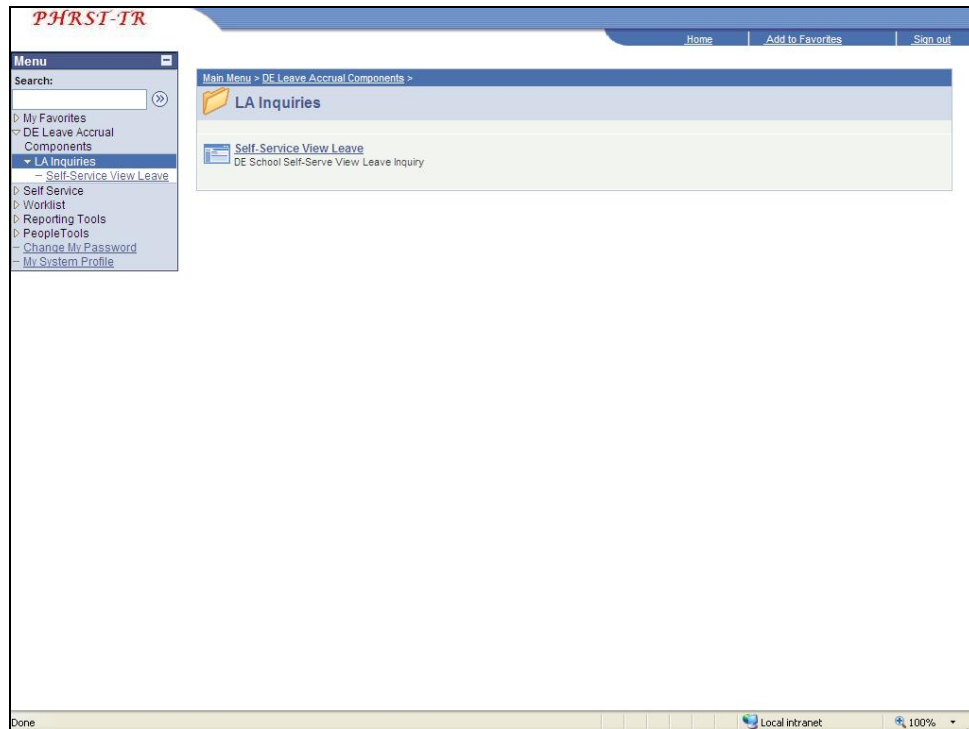
Step	Action
1.	Click the DE Leave Accrual Components link. DE Leave Accrual Components

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Step	Action
2.	Click the LA Inquiries link. 



Step	Action
3.	Click the Self- Service View Leave link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">- Self-Service View Leave</div>

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Menu

Search:

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- DE Leave Accrual Components
- LA Inquiries
- Self-Service View Leave**
- Self Service
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My System Profile

Leave Bal Summary

VIEW LEAVE BALANCES

Name: Barbara Atkinson EmplID: 013084

Job Title: Management Analyst III Empl Rcd Nbr: 0

Monthly Accrual Rate Annual: 13.250000 Annual Leave Max Carry Over: 318.000

Monthly Accrual Rate Sick: 9.500000 Sick Leave Max Carry Over: 99999.000

Service Date: 09/05/1989 Last Pay Period End Date: 09/27/2008


[Clear](#) BALANCES ARE AS OF: 09/27/2008 [Refresh Date](#)

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-3 of 3](#) | [Last](#)

Description	Hours Carried Over-Prev Year	Hours Earned Year-to-Date	Hours Adjusted Year-to-Date	Hours Available Year-to-Date	Hours Taken Year-to-Date	Leave Hours Balance	Details
Sick Leave	1147.750000	85.500000	0.000	1233.25	37.000	1196.250000	Details
Annual Leave	17.750000	119.250000	0.000	137.00	104.000	33.000000	Details
240 Max No Expiration	0.000000	15.000000	0.000	15.00	15.000	0.000000	Details

[Return to Search](#) [Notify](#)

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Step	Action
4.	Click the Collapse Menu button. 

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Leave Bal Summary

VIEW LEAVE BALANCES

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

Monthly Accrual Rate Annual: 13.250000 Annual Leave Max Carry Over: 318.000
 Monthly Accrual Rate Sick: 9.500000 Sick Leave Max Carry Over: 99999.000

Service Date: 09/05/1989 Last Pay Period End Date: 09/27/2008

 BALANCES ARE AS OF: 09/27/2008

Customize | Find | View All | First 1 of 3 Last

Description	Hours Carried Over-Prev Year	Hours Earned Year-to-Date	Hours Adjusted Year-to-Date	Hours Available Year to Date	Hours Taken Year-to-Date	Leave Hours Balance	Details
Sick Leave	1147.750000	85.500000	0.000	1233.25	37.000	1196.250000	<input type="button" value="Details"/>
Annual Leave	17.750000	119.250000	0.000	137.00	104.000	33.000000	<input type="button" value="Details"/>
240 Max No Expiration	0.000000	15.000000	0.000	15.00	15.000	0.000000	<input type="button" value="Details"/>

Local intranet 100%

Step	Action
5.	<p>Employees can review balances for their Leave Plans.</p> <p>The View Leave Balances page lists balances as of pay period end dates for Sick Leave, Annual Leave, and Compensatory Time.</p>

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T&L Employee Self Service



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Leave Bal Summary

VIEW LEAVE BALANCES

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

Monthly Accrual Rate Annual: 13.250000 Annual Leave Max Carry Over: 318.000
 Monthly Accrual Rate Sick: 9.500000 Sick Leave Max Carry Over: 99999.000

Service Date: 09/05/1989 Last Pay Period End Date: 09/27/2008

 BALANCES ARE AS OF: 09/27/2008

Customize | Find | View All | First 1 of 3 Last

Description	Hours Carried Over-Prev Year	Hours Earned Year-to-Date	Hours Adjusted Year-to-Date	Hours Available Year-to-Date	Hours Taken Year-to-Date	Leave Hours Balance	Details
Sick Leave	1147.750000	85.500000	0.000	1233.25	37.000	1196.250000	<input type="button" value="Details"/>
Annual Leave	17.750000	119.250000	0.000	137.00	104.000	33.000000	<input type="button" value="Details"/>
240 Max No Expiration	0.000000	15.000000	0.000	15.00	15.000	0.000000	<input type="button" value="Details"/>

Local intranet 100%

Step	Action
6.	In most cases, the employee's Service Date is the basis for the value displayed in the Monthly Accrual Rate Annual .

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Leave Bal Summary

VIEW LEAVE BALANCES

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

Monthly Accrual Rate Annual: 13.250000 Annual Leave Max Carry Over: 318.000
 Monthly Accrual Rate Sick: 9.500000 Sick Leave Max Carry Over: 99999.000

Service Date: 09/05/1989 Last Pay Period End Date: 09/27/2008

 BALANCES ARE AS OF: 09/27/2008

Customize | Find | View All | First 1 of 3 Last

Description	Hours Carried Over-Prev Year	Hours Earned Year-to-Date	Hours Adjusted Year-to-Date	Hours Available Year-to-Date	Hours Taken Year-to-Date	Leave Hours Balance	Details
Sick Leave	1147.750000	85.500000	0.000	1233.25	37.000	1196.250000	<input type="button" value="Details"/>
Annual Leave	17.750000	119.250000	0.000	137.00	104.000	33.000000	<input type="button" value="Details"/>
240 Max No Expiration	0.000000	15.000000	0.000	15.00	15.000	0.000000	<input type="button" value="Details"/>

Local intranet 100%

Step	Action
7.	<p>To review historical balances, change the date in the BALANCES ARE AS OF field and click the Refresh Date button.</p> <p>Note: Although this field accepts any date, PHRST automatically select the closest confirmed payroll end date when clicking the Refresh Date button.</p>

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Leave Bal Summary

VIEW LEAVE BALANCES

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

Monthly Accrual Rate Annual: 13.250000 Annual Leave Max Carry Over: 318.000
 Monthly Accrual Rate Sick: 9.500000 Sick Leave Max Carry Over: 99999.000

Service Date: 09/05/1989 Last Pay Period End Date: 09/27/2008

Clear BALANCES ARE AS OF: 09/27/2008 Refresh Date

Customize | Find | View All | First 1 of 3 Last

Description	Hours Carried Over-Prev Year	Hours Earned Year-to-Date	Hours Adjusted Year-to-Date	Hours Available Year to Date	Hours Taken Year-to-Date	Leave Hours Balance	Details
Sick Leave	1147.750000	85.500000	0.000	1233.25	37.000	1196.250000	Details
Annual Leave	17.750000	119.250000	0.000	137.00	104.000	33.000000	Details
240 Max No Expiration	0.000000	15.000000	0.000	15.00	15.000	0.000000	Details

[Return to Search](#) [Notify](#)

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Step	Action
8.	The Hours Carried Over Previous Year remain the same value for the entire calendar year.

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Leave Bal Summary

VIEW LEAVE BALANCES

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

Monthly Accrual Rate Annual: 13.250000 Annual Leave Max Carry Over: 318.000
 Monthly Accrual Rate Sick: 9.500000 Sick Leave Max Carry Over: 99999.000

Service Date: 09/05/1989 Last Pay Period End Date: 09/27/2008

BALANCES ARE AS OF: 09/27/2008

Customize | Find | View All | First 1-3 of 3 Last

Description	Hours Carried Over-Prev Year	Hours Earned Year-to-Date	Hours Adjusted Year-to-Date	Hours Available Year-to-Date	Hours Taken Year-to-Date	Leave Hours Balance	Details
Sick Leave	1147.750000	85.500000	0.000	1233.25	37.000	1196.250000	<input type="button" value="Details"/>
Annual Leave	17.750000	119.250000	0.000	137.00	104.000	33.000000	<input type="button" value="Details"/>
240 Max No Expiration	0.000000	15.000000	0.000	15.00	15.000	0.000000	<input type="button" value="Details"/>

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Step	Action
9.	The Hours Earned Year-to-Date displays the accrued time from the beginning of the leave plan year.

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Leave Bal Summary

VIEW LEAVE BALANCES

Name: Barbara Atkinson EmplID: 013084
Job Title: Management Analyst III Empl Rcd Nbr: 0

Monthly Accrual Rate Annual: 13.250000 Annual Leave Max Carry Over: 318.000
Monthly Accrual Rate Sick: 9.500000 Sick Leave Max Carry Over: 99999.000

Service Date: 09/05/1989 Last Pay Period End Date: 09/27/2008

Clear BALANCES ARE AS OF: 09/27/2008 Refresh Date

Customize | Find | View All | First 1 of 3 Last

Description	Hours Carried Over-Prev Year	Hours Earned Year-to-Date	Hours Adjusted Year-to-Date	Hours Available Year to Date	Hours Taken Year-to-Date	Leave Hours Balance	Details
Sick Leave	1147.750000	85.500000	0.000	1233.25	37.000	1196.250000	Details
Annual Leave	17.750000	119.250000	0.000	137.00	104.000	33.000000	Details
240 Max No Expiration	0.000000	15.000000	0.000	15.00	15.000	0.000000	Details

[Return to Search](#) [Notify](#)

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Step	Action
10.	The Leave Hours Balance displays the current balance.

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Leave Bal Summary

VIEW LEAVE BALANCES

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

Monthly Accrual Rate Annual: 13.250000 Annual Leave Max Carry Over: 318.000
 Monthly Accrual Rate Sick: 9.500000 Sick Leave Max Carry Over: 99999.000

Service Date: 09/05/1989 Last Pay Period End Date: 09/27/2008

BALANCES ARE AS OF: 09/27/2008

Customize | Find | View All | First 1-3 of 3 Last

Description	Hours Carried Over-Prev Year	Hours Earned Year-to-Date	Hours Adjusted Year-to-Date	Hours Available Year-to-Date	Hours Taken Year-to-Date	Leave Hours Balance	Details
Sick Leave	1147.750000	85.500000	0.000	1233.25	37.000	1196.250000	<input type="button" value="Details"/>
Annual Leave	17.750000	119.250000	0.000	137.00	104.000	33.000000	<input type="button" value="Details"/>
240 Max No Expiration	0.000000	15.000000	0.000	15.00	15.000	0.000000	<input type="button" value="Details"/>

Local intranet 100%

Step	Action
11.	<p>To review specific details of any leave balance earned or taken year-to-date, click on the corresponding Details button.</p> <p>In this example, view the Sick leave balance detail.</p> <p>Click the Details button.</p> <p><input type="button" value="Details"/></p>

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VIEW LEAVE DETAIL

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

[Return](#)

Date Under Report	Time Reporting Code	Description	Earned	Taken	Adjustment Amount
01/01/2008	SERN	Sick Earned	9.500000		
01/31/2008	SLT	Sick Leave Taken		7.500000	
02/01/2008	SLT	Sick Leave Taken		7.500000	
02/01/2008	SERN	Sick Earned	9.500000		
03/01/2008	SERN	Sick Earned	9.500000		
04/01/2008	SERN	Sick Earned	9.500000		

Total Hours Taken Year-to-Date: 37.000

Done | Local intranet | 100%

Step	Action
12.	The View Leave Detail page lists the Time Reporting Codes for leave hours earned, taken and/or adjusted.

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VIEW LEAVE DETAIL

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

[Return](#)

Date Under Report	Time Reporting Code	Description	Earned	Taken	Adjustment Amount
01/01/2008	SERN	Sick Earned	9.500000		
01/31/2008	SLT	Sick Leave Taken		7.500000	
02/01/2008	SLT	Sick Leave Taken		7.500000	
02/01/2008	SERN	Sick Earned	9.500000		
03/01/2008	SERN	Sick Earned	9.500000		
04/01/2008	SERN	Sick Earned	9.500000		

Total Hours Taken Year-to-Date: 37.000

Done

Local intranet 100%

Step	Action
13.	This view is displaying only rows 1 through 6 of 15 available rows.

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VIEW LEAVE DETAIL

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

[Return](#)

Date Under Report	Time Reporting Code	Description	Earned	Taken	Adjustment Amount
01/01/2008	SERN	Sick Earned	9.500000		
01/31/2008	SLT	Sick Leave Taken		7.500000	
02/01/2008	SLT	Sick Leave Taken		7.500000	
02/01/2008	SERN	Sick Earned	9.500000		
03/01/2008	SERN	Sick Earned	9.500000		
04/01/2008	SERN	Sick Earned	9.500000		

Total Hours Taken Year-to-Date: 37.000

Done Local Intranet 100%

Step	Action
14.	Viewing all rows is possible by clicking the View All link. Click the View All link. View All



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VIEW LEAVE DETAIL

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

[Return](#)

Date Under Report	Time Reporting Code	Description	Earned	Taken	Adjustment Amount
01/01/2008	SERN	Sick Earned	9.500000		
01/31/2008	SLT	Sick Leave Taken		7.500000	
02/01/2008	SLT	Sick Leave Taken		7.500000	
02/01/2008	SERN	Sick Earned	9.500000		
03/01/2008	SERN	Sick Earned	9.500000		
04/01/2008	SERN	Sick Earned	9.500000		
04/16/2008	SLT	Sick Leave Taken		3.000000	
05/01/2008	SERN	Sick Earned	9.500000		
06/01/2008	SERN	Sick Earned	9.500000		
06/10/2008	SLT	Sick Leave Taken		7.500000	
06/26/2008	SLT	Sick Leave Taken		4.000000	
07/01/2008	SERN	Sick Earned	9.500000		
07/15/2008	SLT	Sick Leave Taken		7.500000	
08/01/2008	SERN	Sick Earned	9.500000		
09/01/2008	SERN	Sick Earned	9.500000		

Total Hours Taken Year-to-Date: 37.000




Step	Action
15.	View all the leave taken by this employee in 2008.

PHRST-TR

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VIEW LEAVE DETAIL

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

[Return](#)

Date Under Report	Time Reporting Code	Description	Earned	Taken	Adjustment Amount
01/01/2008	SERN	Sick Earned	9.500000		
01/31/2008	SLT	Sick Leave Taken		7.500000	
02/01/2008	SLT	Sick Leave Taken		7.500000	
02/01/2008	SERN	Sick Earned	9.500000		
03/01/2008	SERN	Sick Earned	9.500000		
04/01/2008	SERN	Sick Earned	9.500000		
04/16/2008	SLT	Sick Leave Taken		3.000000	
05/01/2008	SERN	Sick Earned	9.500000		
06/01/2008	SERN	Sick Earned	9.500000		
06/10/2008	SLT	Sick Leave Taken		7.500000	
06/25/2008	SLT	Sick Leave Taken		4.000000	
07/01/2008	SERN	Sick Earned	9.500000		
07/15/2008	SLT	Sick Leave Taken		7.500000	
08/01/2008	SERN	Sick Earned	9.500000		
09/01/2008	SERN	Sick Earned	9.500000		

Total Hours Taken Year-to-Date: 37.000

Local intranet 100%

Step	Action
16.	Click the Return button. <div>Return</div>

PHRST-TR

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Leave Bal Summary

VIEW LEAVE BALANCES

Name: Barbara Atkinson EmplID: 013084
 Job Title: Management Analyst III Empl Rcd Nbr: 0

Monthly Accrual Rate Annual: 13.250000 Annual Leave Max Carry Over: 318.000
 Monthly Accrual Rate Sick: 9.500000 Sick Leave Max Carry Over: 99999.000

Service Date: 09/05/1989 Last Pay Period End Date: 09/27/2008

 BALANCES ARE AS OF: 09/27/2008

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Description	Hours Carried Over-Prev Year	Hours Earned Year-to-Date	Hours Adjusted Year-to-Date	Hours Available Year-to-Date	Hours Taken Year-to-Date	Leave Hours Balance	Details
Sick Leave	1147.750000	85.500000	0.000	1233.25	37.000	1196.250000	<input type="button" value="Details"/>
Annual Leave	17.750000	119.250000	0.000	137.00	104.000	33.000000	<input type="button" value="Details"/>
240 Max No Expiration	0.000000	15.000000	0.000	15.00	15.000	0.000000	<input type="button" value="Details"/>

Done Local intranet 100%

Step	Action
17.	<p>Congratulations! You are now able to:</p> <ul style="list-style-type: none"> - Navigate to the View Leave Balances page - View Leave Balance information <p>End of Procedure.</p>